

Foreign Deputation Guidelines 1996



International Science & Technology Affairs Directorate
Council of Scientific & Industrial Research

July 1996

Sho

27/7/96

Sho
6/8/97

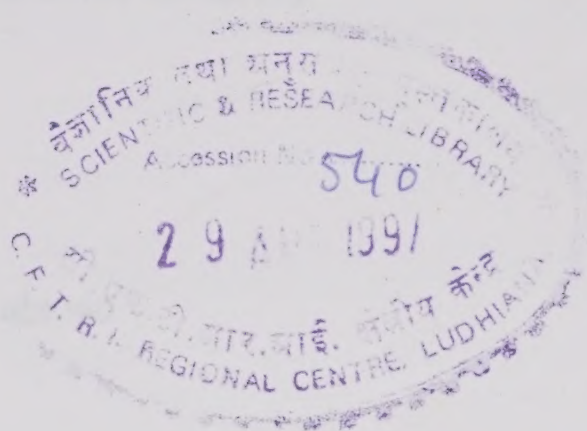
Sho

GUIDELINES - 1996 FOR OVERSEAS VISITS OF

(A) CSIR PERSONNEL

(B) CSIR SUPPORTED OTHER INDIAN SCIENTISTS

(C) FOREIGN SCIENTISTS TO CSIR



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

International Science & Technology Affairs Directorate

July 1996

CONTENTS

1	Background	1
2	Overseas Visits	3
3	Deputations	4
4	Assignments	9
5	Training, including Equipment Training	10
6	Participation in International Conferences	10
7	Fellowships/Scholarships	12
8	Study Leave	13
9	Sabbatical Leave	13
10	Business Development initiatives combined with other official visits	14
11	Execution of Bond	16
12	Extension	17
13	Leave during deputation abroad	17
14	Air Travel	17
15	Retention of Staff Quarters	18
16	Initiative for improved operational efficiency	18
	16.1 Establishment of ISTAD	18
	16.2 Establishment of International S&T Affairs Group (ISTAG) in the Laboratories	19
17	Formulation & processing of proposals	20
18	Report on foreign visits	21
19	Partial Financial Assistance to Non-CSIR Scientists to attend International Conferences	21

20	Attracting Foreign Scientists to work in CSIR laboratories	22
21	Commercial Windows Outside India	25
22	Insurance Cover	25
23	Exemption Under SR 12	25
24	Delegation of Authority from VP, CSIR to DG, CSIR	27
25	Delegation of powers to Directors	28
26	Interpretation and Relaxation	28

Appendices

Appendix I :	Acceptance of fees by Central Government Employees	29
Annexure I :	Terms of deputation etc. for Government Officials on short term foreign assignment / consultancy with United Nations and other International Agencies	35
Appendix II :	Provision of Sabbatical Leave for Scientists of CSIR	39
Annexure I :	Rules and regulations for Sabbatical Leave	40
Annexure II :	Provision of Sabbatical Leave for Scientists of CSIR	41
Appendix III :	Deputation abroad of Scientists up to the level of Scientists 'G' for Business Promotion/ Development	43
Appendix IV :	Simplification of procedures for Scientific Deptt. / Organisations.- Delegation of enhanced financial powers	43
Annexure I :	Guidelines for participation of Indian Scientists and Technologists in International Conferences/Symposia	46
Annexure II :	List of S&T Institutions under various ministries/Departments of the Central Government	48
Annexure III :	Criteria for identification of Inst./Org. which can be considered as scientific & Technical Institutions	52
Appendix V :	Background paper for Delegation of Power to DG, CSIR from VP, CSIR	53
Annexure I :	Delegation of power to DG, CSIR from VP, CSIR	55
Appendix VI :	Delegation of power to the Directors to approve of the revised dates of short-term deputation	56
Appendix VII	Revised rates of daily allowance for deputation abroad	57

Appendix VIII	Scales for release of exchange for foreign travel	60
Appendix IX	Revised Daily Allowance for Journeys to other countries	62
Appendix X	All inclusive D.A. and cash allowance for deputation abroad	66
Appendix XI	Adminissible of RBI rate of foreign exchange for deputation abroad for training	68
Appendix XII	Grant of Entertainment allowance to Leaders of Delegation on Deputation abroad.	69

Proformae

Appendix XIII (i) :	Conferences, symposia, workshops - Proforma for deputation abroad	70
Appendix XIII (ii):	Overseas training - Proforma for deputation abroad	78
Appendix XIII (iii) :	Bilateral programmes of CSIR and collaborative projects	81
Appendix XIII (iv) :	Application for grant of sabbatical leave/EOL/study leave / special leave abroad	87
Appendix XIII (v) :	Application for partial travel grant for attending seminar/ symposium / conference abroad	90
Appendix XIII (vi)	Proforma for Submission of Report by Scientists abroad	94

Formats for issue of orders by CSIR Laboratories/Institutes

Appendix XIV (i) :	Deputation for Conferences/Symposia/Workshops	97
Appendix XIV (ii) :	Deputation for Adhoc Visits.	100
Appendix XIV (iii) :	Deputation under Bilateral Exchange Programme	103
Appendix XIV (iv) :	Training	105
Appendix XIV (v) :	Consultancy Assignment	107
Appendix XIV (vi) :	Assignment	109

GUIDELINES - 1996 FOR OVERSEAS VISITS OF CSIR PERSONNEL

1. Background

1.1 The need for the revision

The visits abroad of the CSIR Personnel are presently governed by the internal ***Guidelines for Visits Abroad of CSIR Scientists*** first formulated in 1978, and later revised in 1987. The original guidelines were proposed by the committee under the Chairmanship of Dr. S. Varadarajan, the then Chairman EIL and IPCL. The revision was subsequently made in April 1986 by the committee under the Chairmanship of Dr. L.K.Doraiswamy, the then Director, NCL, Pune and adopted by CSIR in 1987.

The telling need and the mounting pressure for revising, shaping and veering the 1987 Foreign Deputation Guidelines round to the target CSIR 2001, are because of the :

- 1.1.1 Unprecedented demand raised by the proclamation of CSIR 2001 - Vision and Strategy. It calls for marshalling all the resources, and putting these on to an optimal, effective and timely use, particularly in managing its International Science & Technology Affairs.
- 1.1.2 Need to keep pace with the dynamics of change in a highly complex, turbulent, competitive and rapidly changing international S&T domain.
- 1.1.3 Rising hopes, aspirations and perceptions of the CSIR's highly qualified and trained manpower spread over its 40 national laboratories.
- 1.1.4 Increase in the movement of scientists and the growth in numbers & frequency expected due to plethora of new initiatives, including marketing of CSIR technologies, forging of new international business equations and research partnerships, signing & implementation of bilateral and multilateral collaborative programmes, and promotion of international training and retraining etc.
- 1.1.5 Compelling need to deliver operational efficiency and speed effectiveness to net in opportunities which would have ordinarily been lost .
- 1.1.6 Desire to achieve a tight coupling between Research and its applications at the macro and the micro levels.
- 1.1.7 Need to learn from the past experience, and feedback obtained from the national laboratories during last 18 years of implementation of the Guidelines. Added to this is the need to streamline procedures and remove anomalies and bottlenecks.

The spacing of 9 years between the years of revision of Guidelines i.e. 1978, 1987 and 1996, turns out to be a hat-trick.

1.2 Composition of the Foreign Deputation Committee (FDC)

In view of the above, a FDC was constituted by the Director General, CSIR in October 1995 under the Chairmanship of Dr. G. Thyagarajan, a former CSIR Director with the following membership:

Shri N.C. Aggarwal,	Financial Advisor, CSIR;
Dr. E. Desa,	Director, National Institute of Oceanography;
Shri K.N. Johry,	Director, NAM S & T Centre;
Shri Dilip Kumar,	Jt. Secretary (Admn.), CSIR;
Dr. T.S.R. Prasada Rao,	Director, Indian Institute of Petroleum;
Dr. P. Ramachandra Rao,	Director, National Metallurgical Laboratory;
Dr. R.K. Bhandari,	Head, International Science & Technology Affairs Directorate, CSIR-the member secretary.

1.3 Terms of Reference (ToR) of the FDC

1.3.1 Formulate guidelines for visits abroad of CSIR Personnel with particular reference to :-

- 1.3.1.1 Participation in International Conferences, Workshops, Symposia, Trade Expositions and Trade Fairs.
- 1.3.1.2 Training, including equipment training.
- 1.3.1.3 Foreign visits on award of Fellowships/Scholarships.
- 1.3.1.4 Foreign visits and deputations connected with CSIR's research developments and business plans.
- 1.3.1.5 Visits abroad as a part of delegations constituted by Government, Academies and Professional Bodies
- 1.3.1.6 Overseas visits for higher studies and assignments.
- 1.3.1.7 Bilateral Exchange Programmes
- 1.3.1.8 Joint R&D and other projects.

- 1.3.2 Make recommendations on the ways and means of boosting the capacity of the CSIR system in general and of the scientists in particular to derive the best advantage of overseas visits and deputations.
- 1.3.3 Make recommendations on the follow-up of visits and utilisation of feedback in strategic planning of future S&T programmes.
- 1.3.4 Simplify procedures for processing of cases of deputation abroad.
- 1.3.5 Critically examine the current rules and guidelines with particular reference to study/special leave, execution of bond, retention of staff quarters and such other issues.
- 1.3.6 Review the Guidelines on financial aspects of overseas visits including travel, daily allowance (DA) etc.
- 1.3.7 Formulation of Guidelines for visits of overseas scientists on invitation from CSIR.
- 1.3.8 Formulation of Guidelines on study tours.
- 1.3.9 Sabbatical leave

The Revised Guidelines designated as 'Guidelines - 1996 for Overseas Visits of (A) CSIR Personnel (B) CSIR supported other Indian scientists (C) Foreign scientists to CSIR', now in your hands, has come into force with effect from July, 1996.

The Guidelines - 1996 supercede Guidelines 1987, and other earlier instructions issued from time to time.

2. Overseas Visits

- 2.1 Guidelines - 1996 for Overseas visits shall apply to visits abroad in the following cases.
 - 2.1.1 Deputation
 - 2.1.2 Assignment
 - 2.1.3 Training including equipment training
 - 2.1.4 Fellowship/Scholarship
 - 2.1.5 Study leave
 - 2.1.6 Sabbatical leave

2.2 For Overseas visits, the CSIR scientists are classified under following categories:-

2.2.1 Directors and Director's grade scientists {Group IV(7)}

2.2.2 Scientists-G & F {Group IV (5&6)}

2.2.3 Scientist-EII & below {Group IV (1 to 4)}.

3. Deputations

3.1 Deputation shall embrace the following cases of visits abroad undertaken in the interest of CSIR or at the instance of other national agencies;

3.1.1 as member(s) or leader of official delegation(s)

3.1.2 under bilateral exchange programmes and bilateral or multilateral S & T programmes

3.1.3 under technical assistance programmes, and other aided or externally funded projects

3.1.4 for training, including equipment training

3.1.5 for participation in conferences, seminars, symposia, workshops

3.1.6 for trade fairs / expositions

3.1.7 for study / business tours

3.1.8 under fellowships recognised by the Government of India, CSIR, professional bodies and such other institutions

3.1.9 short term visits/consultancy taken for UN and other international agencies

3.2 Eligibility

Two years of regular service in the CSIR.

3.3 Treatment of Period of Deputation

3.3.1 The period of deputation shall be treated as on duty in cases covered under paras 3.1.1, 3.1.4, 3.1.5, 3.1.6 and 3.1.7.

3.3.2 In case of deputation under para 3.1.2 and 3.1.3 the period of deputation shall be treated as on duty unless otherwise specified in the protocol/agreement.

3.3.3 In case of deputation under para 3.1.8, the period of deputation will be regulated as under.

3.3.3.1 An employee will be entitled to deputation terms in following cases:-

a) If he/she has been sponsored by CSIR for prestigious fellowships

b) Where he/she proceeds on deputation on fellowship/scholarship normally offered through nodal Ministries of Govt. of India. Deputation terms in these cases will be as per the terms and conditions attached to the fellowship/scholarship.

3.3.3.2 Where fellowship/scholarship has been obtained by an employee directly through his/her own efforts, deputation terms shall not be admissible even where his/her application had been forwarded through proper channel. Instead, he/she will be entitled to leave due and admissible as per CCS (Leave Rules), 1972, as amended from time to time.

3.3.4 In case of deputation under para 3.1.9, the period of deputation will be regulated as under : (refer Appendix I Annexure I).

3.3.4.1 Deputation terms shall be admissible only in cases where an employee has been sponsored by CSIR and paid only subsistence allowance (i.e. daily allowance) or consultancy fee/honorarium or both and no pay and allowance are paid to him/her by the Agency according to its rules.

3.3.4.2 Where an employee is paid pay and allowances by the Agency according to its own rules, the period of deputation shall be treated as on foreign service. During the period of foreign service, either the Agency or the employee himself/herself shall have to pay leave salary and pension contributions as per rules. In case leave salary and pension contributions are not paid either by the Agency or the concerned employee, the period spent on foreign service will not count as qualifying service for pension and for determining leave entitlement.

3.3.4.3 Cases not covered under paras 3.3.4.1 and 3.3.4.2 and where an employee is permitted by CSIR to take up short term assignment/consultancy with the UN and other international agencies and is paid by the Agency, only subsistence allowance or fee/honorarium or both for the

period of assignment shall be treated as on leave due and admissible. No contribution on account of leave salary and pension contribution are payable in such cases. Application of SR 12 in these cases will be governed by sub-para (c) of para 3 of DPAR OM at Appendix I, Annexure I.

3.4 Important Considerations

- 3.4.1 The overseas deputation period of scientists in categories 2.2.1 and 2.2.2 will not normally exceed 45 days in a financial year.
- 3.4.2 For scientists under category 2.2.3 the total period of deputation will not normally exceed 90 days in a financial year, except in cases of fellowships/scholarships.
- 3.4.3 Deputation period, will not be combined with assignment period except for official business trips.

3.5 Daily Allowance

- 3.5.1 Wherever admissible the scientists/officials going abroad will be entitled to daily allowance, at all inclusive rates as per para 3.5.2 except in the following cases:-

3.5.1.1 For participation in international conferences/delegations, workshops and symposia, daily allowance will be admissible at split rates as per para 3.5.3.

3.5.1.2 For training including equipment training daily allowance will be admissible at rates as per para 3.5.4.

- 3.5.2 **All inclusive rates of Daily Allowance** (CSIR OM No. 27(470)/87-ISC.II dated 6.10.89 (Appendix VII) and RBI OM No. EC.DEL.TR No. 2/B.16-89 dated 1.7.89 (Appendix VIII))

Countries	Directors and Scientists in Director's Grade/Officers of equal or higher rank in CSIR	Scientists / Officers drawing Basic pay of Rs. 2800/- and above	Scientists/Officers drawing Basic pay of less than Rs. 2800/-
1	US \$ 2	US \$ 3	US \$ 4
External Group 'A' Saudi Arabia, Japan, Kuwait & Nigeria	300	240	180
Group 'B' UAE, Qatar, Sultanate of Oman, Bahrain, Western Hemisphere (including	265	210	158

West Indies) UK
contingent of Europe,
Iran, Libya, Algeria

Group C

Other countries

	215	185	139
Bilateral Group	R 3000/-	R 2750/-	R 2063/-

The above mentioned All Inclusive rates are subject to the following conditions:-

- i) In case vouchers are produced in support of accommodation charges, these will be admitted subject to a maximum of 35% of the per diem rates, besides the entitlement of 65% towards expenses on food tips, VAT, service charges, local travel and incidental expenses.
- ii) In case the officer does not produce vouchers in support of accommodation charges, his claim will be limited to 80% of the entitled rates.
- iii) In case the officer is provided free lodging alone, his claim will be limited to 65% of entitled rates.
- iv) In case the officer is provided free boarding and lodging, his claim will be limited to 30% of the entitled rate. In addition, he will also be allowed the actual expenses incurred on hire of car, railway fare or air fare while travelling from one place of stay to another.

3.5.3 Split rates of Daily Allowance:

For Scientists/officials going abroad for participation in international conferences/ delegations, workshops and symposia abroad where accommodation is arranged by the organisers, split rates of daily allowance as per Govt. of India, Ministry of External Affairs FD Section order no. Q/FD/695/1/90 dated 28.3.95 (Appendix IX) as amended from time to time will be admissible. The charges for the accommodation will be reimbursed on actuals. It should, however, be ensured that the accommodation cost does not exceed the rate of cash allowance.

3.5.4 Daily Allowance for training including equipment training:

3.5.4.1 Following rates of daily allowance are admissible w.e.f. 28.1.1991 :-
(CSIR OM No. 27/470/87/ISC-II dated 28.1.91 Appendix X)

For training upto 15 days	US\$ 150 per diem
For 16th day to 30th day	US\$ 125 per diem
Beyond 30th day and upto 6 months	US\$ 100 per diem
Beyond 6 months	Flat rate of US\$ 1500 per month

3.5.4.2 The rates of daily allowance will be as under w.e.f

24.2.94 where no hospitality is provided to the trainees abroad. (RBI OM No. EC.DEL.ST/201/Misc. /93-94 dated 24.2.94 Appendix XI)

First 60 days	Not exceeding US\$ 200 per diem
Next 120 days	Not exceeding US\$ 150 per diem.
For subsequent periods	Not exceeding US\$ 75 per diem

3.5.4.3 The daily allowance at the rates mentioned in paras 3.5.4.1 and 3.5.4.2 will be admissible subject to the following conditions:-

- a) Where the training authorities do not provide the trainee with any DA, pocket money, scholarship or other cash assistance.
- b) Where the training authorities provide any cash assistance by way of pocket money etc. the entitlement of daily allowance will be reduced by the monetary benefit so received.
- c) Where the employee is treated as guest, the entitlement towards miscellaneous expenses will be limited to the extent permitted by the RBI

3.5.5 CSIR Scientists participating in overseas delegations constituted by other professional bodies, IITs, Universities, INSA, INAE, Industry, etc, if and when funded from CSIR, will be paid at the CSIR rates, if the sponsoring agency has no objection. This is with a view to overcoming delays in ascertaining parity of DA with the members of the delegations.

3.6 Entertainment Allowance

3.6.1 The "leader of the S&T delegation" going abroad may be permitted to incur expenditure on entertainment upto a ceiling of US\$500 (for all countries). Separate rules should be formulated for a business delegation. This ceiling is subject to regulation in accordance with the circulars issued by the Reserve Bank of India on the subject.

Earlier ceiling was US\$ 250 as per CSIR OM no 27/470/86-ISC-II dated 10/8/87 (Appendix XII)

3.7 Foreign deputation of CSIR personnel engaged in support systems.

3.7.1 Committee strongly feels that opportunities should be created to enhance the knowledge and skill levels and morale of support systems like Planning, Marketing, Business Development, International Collaboration, Human Resource Development, Administrative and Financial

Management so as to make them more responsive to the new S & T demands of the CSIR and the dynamics of change. This shall be accomplished by all possible means such as (1) by widening the scope of bilateral exchange programmes (2) by availing of training slots offered by the International Organisations, Universities and Management Institutions (3) by building tailor - made training programmes around Indian and foreign specialists visiting CSIR, and (4) by creating special slots for deputations within the projects.

4. Assignments

4.1 Assignments could either be short-term or long-term. Assignments not exceeding 90 days shall be termed as 'Short-term Assignments' and those exceeding 90 days shall be termed as 'Long-term Assignments'.

4.2 Eligibility

4.2.1 Two years of regular service in the CSIR.

4.3 Long-term Assignments

4.3.1 Long-term Assignments on Foreign Service Terms

In following cases long-term assignments shall be allowed on foreign service terms only :-

4.3.1.1 Government to Government level assignments

4.3.1.2 Assignment through the Department of Personnel and Training and Ministry of External Affairs

4.3.1.3 Assignments through UN agencies and international organisations.

4.3.2 Long term assignments on Extraordinary Leave

(Para 8 of DPAR OM No. 16013/1/Allowance dated 11.2.1980 - Appendix - I)

Long-term assignments on extraordinary leave can be allowed to a scientist, technologist and medical specialist, who in the overall interest of research and development are permitted to take up full time assignments as visiting professors, students etc. in universities or scientific / medical institutions. These assignments are subject to the following conditions:-

- (a) For period of assignments extraordinary leave is granted.
- (b) Assignments should not exceed two years duration at a time.

- (c) Pension contributions are paid to the CSIR by the employee sent on deputation. In case an employee is governed by Contributory Provident Fund Rules they should contribute employers' share of contribution with reference to the emoluments which he/she would have drawn had he/she been on duty in India.

4.4 Short term Assignments/Consultancy with the UN and other International Agency

(Appendix - I Annexure - I)

4.4.1 Short-term Assignment on Foreign Service

Where an employee is paid pay and allowances by the UN /International Agency according to its own rules the period of short-term assignment shall be treated as on 'foreign service'.

4.4.2 Short-term Assignment on Leave due and admissible

Where an employee is paid by UN/International Agency only subsistence allowance or fee/honorarium or both, the period of short - term assignment shall be on leave due and admissible. Application of SR 12 in such cases shall be governed by sub-para (C) of para 3 of DPAR OM No. 16011/3/81-Estt. (Allowance) dated 15.10.1983 (Appendix - I, Annexure - I).

5. Training, including Equipment Training

5.1 Eligibility

- 5.1.1 Two years of regular service in the CSIR.
- 5.1.2 At least three years of service should be left on completion of training.
- 5.1.3 Normally to be restricted upto the level of Scientist E.II for equipment training.

5.2 Terms

- 5.2.1 To be treated as on deputation.
- 5.2.2 Execution of bond is compulsory in all cases.

5.3 Procedure

- 5.3.1 Component of training, where applicable, should be built in the project programme and equipment purchase deal.
- 5.3.2 Proposals should be made in the format prescribed in Appendix XIII (ii) and processed through the laboratory for approval.

6. Participation in International Conferences

- 6.1 Proposals for participation in international conferences and meetings of international scientific organisations will normally be considered where half of the expenditure is met by the organisers of the conference and/or national sponsors and CSIR has only to meet the rest of the expenses. Evidence should be provided to indicate that the conference is indeed sponsored by recognised academic, professional bodies or research societies.
- 6.2 Notwithstanding what is stated in 6.1 above, CSIR Scientists below the age of 45 years may be eligible for attending one international conference abroad every three years even at 100% cost to the CSIR, subject to fulfilment of the following requirements.
 - 6.2.1 The international conference figures in the approved list of the laboratory or evidence is provided that the conference is sponsored by recognised academic bodies and professional institutions.
 - 6.2.2 The theme of the conference is of high relevance to the project in which the scientist is engaged.
 - 6.2.3 The record of performance of the scientist is good, consistently for a period of three years, as judged from the monitoring system applicable to the laboratory, and no vigilance case is pending against the scientist.
- 6.3 While prioritising and shortlisting the nominations for participation in International Conferences following points will merit consideration at the laboratory level.
 - 6.3.1 Role to be performed at the conference; e.g. chairman, state-of-the-art rapporteur, panelist, author, observer etc.
 - 6.3.2 Level of funding offered/committed by the conference hosts/other fund granting Agencies.
- 6.4 A Scientist could be considered to attend more conferences, if he/she is able to attract not less than 50% funding from external sources.
- 6.5 Visits envisaged under para 6.2 above, however, shall be facilitated / regulated within the special budget allocation for such visits.
- 6.6 Proforma for submission of proposals for conferences is at Appendix XIII (i).

7. Fellowships/Scholarships

7.1 Eligibility

7.1.1 Two years of regular service in the CSIR.

7.1.2 Persons deputed on fellowships/scholarships should have at least two years service left on completion of such fellowships / scholarships. For those reaching superannuations before the expiry of bond period, requisit period of service is mandatory in order to fulfill bond obligations before superannuation.

7.2 Prestigious Fellowships recognised by the CSIR

The following are some examples of scholarship offered after global selection. These and similar others shall be awarded on deputation terms.

7.2.1 WHO Fellowships / Research Grants.

7.2.2 Humboldt Fellowships.

7.2.3 DAAD Fellowships for International Seminar on Chemical Engineering and Physical Chemistry at the University of Karlsruhe, FRG.

7.2.4 UNESCO Science Fellowships

7.2.5 Fellowships for study visits and higher training awarded and funded by Govt. of India, e.g. DBT Overseas Fellowships.

7.2.6 Japanese Govt. Scholarships through Ministry of Human Resource Development.

7.2.7 Any other fellowship(s) of equal merit - to be approved by DGCSIR.

7.3 Fellowships/Scholarships offered through nodal Ministries of the Govt. of India

These shall carry the terms and conditions attached to such fellowships/scholarships.

7.4 Fellowships/Scholarships which do not fall under paras 7.2 and 7.3.

All such fellowships/scholarships directly secured or offered by the sponsors even though applied for through proper channel shall be considered on leave due and admissible'. The period of leave in such cases will ordinarily not exceed one year.

- 7.5 Directors are authorised to forward the applications for fellowships/scholarships directly to nodal Ministries/foreign Ministries and agencies.

8. Study Leave

8.1 Eligibility and Entitlement

8.1.1 As per Study Leave Rules, as amended from time to time except for the exception stated in para 8.1.2.

8.1.2 Should have completed at least 3 years of service in CSIR with consistently good record of performance against the requirement of having completed five years regular, continuous service as in sub-rule 5(i) of Rule 50 of the Study Leave Rules.

8.2 Period

The maximum permissible period of study leave shall be two years. However, extension of leave may be considered under leave due/EOL as per rules. (Reference: Rule 52(2) of the Study Leave Rules).

9. Sabbatical Leave

Sabbatical leave shall be granted subject to the following Rules and Regulations:

- 9.1 The Sabbatical Leave would be exclusively for scientific or academic work at any relevant Institution in India or abroad. The facility of sabbatical leave be extended to include work on other activities of the innovation chain with industry, consultancy organisations, financial institutions, project engineering firms, technology marketing/transfer agencies, etc.;
- 9.2 The Sabbatical Leave would be admissible to Scientists "C" and above who have rendered not less than six years service in CSIR;
- 9.3 Sabbatical Leave should be granted once in six years, provided, the Scientist concerned has not gone on one year or longer deputation or assignment or study leave during the preceding six years;
- 9.4 Sabbatical Leave could be availed by a Scientist while receiving Fellowship or the like from CSIR or any other organisation;
- 9.5 The leave will be limited to a maximum period of one year only; it may be taken for shorter duration;

- 9.6 The Scientist must have at least three years service after completion of Sabbatical Leave;
- 9.7 Sabbatical Leave cannot be combined with any other leave;
- 9.8 During the period of Sabbatical Leave, the Scientist concerned will be paid full salary and allowance as would have been otherwise admissible to him;
- 9.9 Scientist concerned will furnish a letter of acceptance from the Host Institution for undertaking advanced study/research;
- 9.10 Scientist concerned will give an undertaking before proceeding on Sabbatical Leave that he/she will utilise it for the bonafide purpose for which it is sanctioned and will not accept any commercial employment during the period of leave; if after rejoining duty, he/she resigns within three years he/she shall refund the salary paid to him/her during the period of his/her Sabbatical Leave;
- 9.11 During the period of Sabbatical Leave, the Scientist will continue to retain accommodation on the same terms and conditions as are applicable to other Council employees;
- 9.12 For all purposes the period of Sabbatical Leave will be treated as a period spent on duty without entitlement to TA and DA;
- 9.13 In case the Scientist proceeds abroad, the Laboratory where he/she is employed or CSIR will have no financial obligations including medical expenses;
- 9.14 All applications shall be forwarded by Laboratories to CSIR in case Sabbatical Leave is out of the country;
- 9.15 On completion of Sabbatical Leave, the Scientist will submit a detailed report on the work done and objectives accomplished;
- 9.16 Sabbatical Leave Rules referred to above were approved by the Governing Body of CSIR at its 124th Meeting held on 24th September, 1991 with the modification made in its 131st meeting held on 29th July, 1993
- 9.17 The Governing Body of CSIR at its 141st meeting held on 26th April 1996 has approved exempting remuneration received by the CSIR scientists on Sabbatical Leave from the provisions of SR-12.
- 9.18 For the Rules and Regulations, refer Appendix II.

10. Business Development initiatives combined with other official visits

- 10.1 Every effort shall be made to compress as much of an activity in a foreign visit as possible not only to bring better yield from the visit, but equally

importantly to cut down on number of overseas visits and the associated costs.

- 10.2 The Directors would, therefore, ensure that the Scientists visiting abroad on official visits plan out their trips imaginatively and mesh their visits well with the Business Development initiatives in and around the places to be visited.
- 10.3 The tours which combine visits for Business Development with those for other purposes will invariably call for thorough planning and considerable spade work well in advance of the visit. Proposals without enough home-work and full justification will not be entertained.
- 10.4 Directors are empowered to sanction deputation abroad of Scientists upto and including the level of Scientist 'G' for Business Promotion/Development subject to the conditions that :-
 - 10.4.1 Deputation abroad should be for clearly defined objectives of business development / promotion;
 - 10.4.2 Selection and the period of deputation to be decided by a Committee of three persons comprising Director, Area/ Project Leader and another person nominated by the Director;
 - 10.4.3 The period of deputation shall not exceed two weeks at a given time;
 - 10.4.4 Expenditure on such deputation will be met from the laboratories' reserve fund;
 - 10.4.5 The expenditure connected with such deputations viz; DA, Visa Fee, Airport Tax, Medical Certificate will be regulated as per CSIR instructions/orders;
 - 10.4.6 Prior clearance from Ministry of External Affairs from political angle will be obtained for such deputation. In case any assistance is needed from CSIR Hqrs. in obtaining clearance from the Ministry of External Affairs, the proposal may be sent to Head, ISTAD, CSIR three weeks in advance from the date of departure of the Scientist;
 - 10.4.7 Other conditions regarding eligibility, restriction of number of visits etc. may be regulated as per CSIR guidelines on the subject.
 - 10.4.8 The deputationists will be governed by the relevant provisions of medical attendance/treatment rules as contained in Min. of External Affairs Circular No. Q(GA)/653/1/74 dated 5.3.79 while on deputation abroad.
 - 10.4.9 The report of the visit will be sent to CSIR within one month of the return of deputationists to India. No further visit be approved pending receipt of a report of the earlier visit.

10.4.10 Four copies of the formal orders issued for deputation in exercise of these powers shall be endorsed to Head, ISTAD, CSIR Hqrs. within one month of the issue of such orders, clearly specifying the objectives of deputation

10.5 Proposals in respect of Directors/Heads of National Laboratories/ Institutes shall be sent to CSIR for approval of DG, SIR.

10.6 For the powers delegated to Directors, refer Appendix III

11. Execution of Bond

11.1 On deputation

11.1.1 No bond is required to be executed by a permanent/confirmed employee or a temporary employee with three years service in CSIR except in cases of deputation on fellowships/scholarships.

11.2 On fellowships/scholarships, training, study leave

11.2.1 Execution of bond is compulsory for all categories of employees irrespective of their status, viz permanent / confirmed / temporary / contract.

11.3 On leave under CCS (Leave Rules) 1972 and extraordinary leave under DPAR OM dated 11.2.1980.

Execution of bond is compulsory for all contract and temporary employees irrespective of years of service rendered in CSIR.

11.4 Value of Bond

11.4.1 The value of bond shall be equal to the amount of expenditure incurred / to be incurred during the period of visits abroad by CSIR towards international air fare, pay and allowances etc.

11.4.2 Where no expenditure is incurred / to be incurred by CSIR on the visits abroad, the value of bond will be Rs. 20,000/-.

11.5 The bond is required to be executed complete in all respects, wherever required, before proceeding on foreign visit.

11.6 CSIR will have option either to take surety or a bank guarantee for the value of the bond.

12. Extension

- 12.1 No extension while on deputation/assignment abroad shall be granted. A clear undertaking to this effect in terms of a Bond shall be taken from all concerned before according permission for deputation / assignment.
- 12.2 In the event of overstay by an employee on deputation/assignment (unless extension is allowed in advance of the expiry of sanctioned deputation/assignment on valid reasons by competent authority), the individual will attract the provision of CCS (CCA) Rules, as applicable to the employee of CSIR.
- 12.3 In case of violation, CSIR will have the right to invoke the bond.

13. Leave during Deputation Abroad

- 13.1 Scientists, at their own request, be permitted to avail of leave while abroad for a period not exceeding the period of deputation or 15 days whichever is less. The current rules limits the permitted leave to half the deputation period, which has been found to hurt especially for very short period of deputations, for example, less than one week. Since International travel has become expensive, the suggested provision will enable scientists to avail of the opportunity to visit other places of professional interest.
- 13.2 Securing prior approval of leave will, however, be an essential requirement and exclusively the responsibility of the Scientist concerned.

14. Air Travel

- 14.1 International travel by other Airlines in dispensation of the requirement to travel by national carriers, (i.e. Air India/Indian Airlines) may be permitted, provided the passage cost does not exceed, and a convincing justification for more effective time utilisation is advanced in terms of :
 - 14.1.1 better link between connecting flights and consequent economy of time.
 - 14.1.2 adoption of short route.
 - 14.1.3 saving on passage costs.

15. Retention of Staff Quarters

- 15.1 Scientists/Employees on deputation abroad shall be governed by the CSIR Staff Quarters Allotment Rules as applicable from time to time.

16. Initiative for improved operational efficiency

16.1 Establishment of ISTAD

The newly established International Science & Technology Affairs Directorate (ISTAD) should, *inter alia*, address the following functions: -

- 16.1.1 To build and fortify bridges of understanding between the CSIR and all its major overseas Science and Technology partners to develop synergies and leverage CSIR's capabilities in core areas of S&T interest
- 16.1.2 To reinforce CSIR's existing S&T base through international scientific and technological collaborations, twinning of institutions and such other initiatives
- 16.1.3 To vitalise CSIR's inputs through engineered training and retraining of scientists in core sectors (to be pinpointed from time to time), and at the same time help exploit the enormous trainer potential of the CSIR laboratories to forge and reinforce international partnerships
- 16.1.4 To serve as an international clearing house of information on Indian Science and Technology, especially in the major areas of tactical national, regional and international interests to the CSIR.
- 16.1.5 National and international networking and forging new international partnerships.
- 16.1.6 ISTAD will network with International Science & Technology Group (ISTAG) in a laboratory
- 16.1.7 ISTAD will consolidate reports from ISTAG's to publish a Newsletter for dissemination, image building and forward planning.
- 16.1.8 ISTAD will maintain a Computerised data base of all deputations and visits for preparation of analyses and retrieval in the Format as maintained by ISTAG

16.2 Establishment of International Science & Technology Affairs Group (ISTAG) in the Laboratories.

16.2.1 Structure

While considering the question of devolution of Power to the laboratories, the Science Advisory Committee to the Cabinet (SACC) had suggested that of a small Screening Committee be constituted by the Head of the Agency to look after International Scientific Collaboration. This recommendation was reiterated at the Advisory Board meeting of CSIR held on 5.4.1990. It was expected that each laboratory will create a nodal point/Group for interaction with Hqrs. The foreign deputation committee, while underscoring the above recommendation, urges that:

- 16.2.1.1 An International Science & Technology Affairs Group (ISTAG) be established in each laboratory, either as an independent Group, or as an arm of the office of the Director, or of a Technical Secretariat, or such other Division of the laboratory most suited to fit into the expanded role of efficiently managing the S&T affairs of the laboratory.
- 16.2.1.2 ISTAG will comprise a core of at least two full time scientists (to be designated as core strength), and the Group could be strengthened from time to time as per the felt needs of the laboratory.
- 16.2.1.3 ISTAG will be Chaired either by the Director himself, or by a senior scientist of the level of Scientist 'F' and above, to be nominated to deputise for the Director.
- 16.2.1.4 Every laboratory will name one of the core members of ISTAG as the focal point for the laboratory to liaise with ISTAD particularly to take care of day to day matters.
- 16.2.1.5 The proposals emanating from the laboratories and all other important correspondences will be signed by the Director himself/herself, or by the Chairman, ISTAG, (Where Director is not the Chairman), or by a prenamed officer authorised by the Director. Proposals not signed by the Director, must state that the proposal in question issues with the approval of the Director.
- 16.2.2 Roles and responsibilities of ISTAG in each Laboratory
The following will invariably be included in ToR of ISTAG:
 - 16.2.2.1 To interface with ISTAD on all matters connected with International Science & Technology Affairs of the laboratory.
 - 16.2.2.2 To project, present and future International S&T demands and need of the Laboratory in terms of Trainings / Fellowships / Deputations.

- 16.2.2.3 To ensure that all the proposals originating from the laboratory are complete in all respects.
- 16.2.2.4 To furnish a 'Quarterly Report' of the highlights of the S&T Affairs of the laboratory to ISTAD for dissemination, image building, forward planning, etc.
- 16.2.2.5 To critically review the Foreign Deputation Reports of the Scientists and have these forwarded to the CSIR within four weeks of the return of the scientist, with clear recommendations for implementation & follow up.
- 16.2.2.6 To alert and caution the Scientists on deputation of the date of expiry of their deputation period in advance, and to remind them of the implications of unauthorised overstay.
- 16.2.2.7 To maintain a computerised database of all overseas deputations and visits for the purpose of analysis, synthesis and retrieval, in the format in conformity with those maintained by ISTAD.

17. Formulation and Processing of Proposals

- 17.1 The expectation according to the guidelines 1987 is that "proposals complete in all respects must be submitted to the CSIR at least two months in advance and that proposals received not before one month from the date of deputation will require relaxation by DG,CSIR. Proposals received just less than 15 days from the date of departure may not be processed at all". (Ref: CSIR letter no 21 (3489)/92-ISC II of 23rd December 1992). This situation needs to be improved as far as possible.
- 17.2 The improved procedure introduced in the present guidelines aims at CSIR clearance of proposals within one week, provided:
 - 17.2.1 The proposals will be furnished to the CSIR HQ, strictly in the prescribed format (Appendix XIII) well in advance for timely processing. For emergent cases, proposals must be received at the CSIR at least seven working days prior to the scheduled date of departure. The proposals for Directors will continue to require approval of VP, CSIR and their deputation proposals must therefore reach at least four weeks in advance of the date of departure.
 Note: Where acceptance from host is received well in advance, such proposals should be sent to CSIR HQ without delay for timely processing.
 - 17.2.2 No major changes will be introduced / entertained while the proposal is already under processing. In such cases it would be essential to submit a fresh proposal.

17.2.3 Deputation report for the previous visit was received within the prescribed time.

18. Report on Foreign Visits

- 18.1 Submission of a foreign deputation report on the conclusion of the mission is mandatory for every visit. It should be made in triplicate as per the format at Appendix XIII (vi) within four weeks of the return from abroad. Non - submission of the report in time will disqualify a scientist for further deputation, especially because such neglect does deprive CSIR of the timely benefit of the visits.
- 18.2 All the foreign deputation reports shall be critically reviewed both at the laboratory level and at the CSIR level. Information gathered, lessons learned, and recommendations made shall be speedily made use of. It would be the responsibility of the laboratory to follow up, and implement the recommendation.
- 18.3 It is recommended that after the visit the scientist should give a presentation on the visit for the benefit of his/her colleagues.

19. Partial Financial Assistance (PFA) to Non-CSIR Scientists to Attend International Conferences

- 19.1 CSIR offers PFA to non-CSIR scientists working in the areas of interest to the CSIR and its laboratories, since 1981. This is being done to encourage participation of other Indian scientists in international conferences abroad (especially in which CSIR scientists may not participate) with a view to obtain a state-of-the-art report on the subject of the conference for use by the CSIR.
- 19.2 The Financial Assistance will continue to be granted to support such participation subject to the following conditions :-
 - 19.2.1 Conference is of direct interest to CSIR.
 - 19.2.2 The financial assistance will be restricted to 50% of the international travel, up to a maximum of Rs. 50,000/-.
 - 19.2.3 One is not eligible for CSIR travel grants if he/she has availed of the same during last three years.

- 19.2.4 Notwithstanding the clauses 19.2.2 and 19.2.3, DGSIR, on appropriate recommendation, will have the discretion to sanction travel grant more than what has been stipulated so that an outstanding scientist does not miss attending an important international conference abroad, due to lack of adequate financial support.
- 19.3 The sanction will be notified in advance of the International conference but the reimbursement shall be made on submission of the state-of-the-art cum deputation report.
- 19.4 The financial assistance shall be used only towards international travel and shall not be adjusted against other expenses like per diem, local transport or registration fee.
- 19.5 In case the applicant receives part travel grant from his employer, Conference hosts and/or other sources, a declaration to that effect shall be made by the applicant at the time of submission of the report duly endorsed by the laboratory administration. The CSIR grant would be reduced accordingly, in all such cases.
- 19.6 The applicant is expected to obtain Government of India clearance for the visit through his employer before undertaking the travel abroad.
- 19.7 Only regular employees are eligible for the financial assistance and hence the application must necessarily be routed through the employer. Research Fellows/Associates etc. are not, therefore, eligible.
- 19.8 Not more than one candidate is extended partial financial assistance for the same Conference.
- 19.9 Only proposals which are received three months in advance of the Conference would be considered.
- 19.10 Any presentation made by the scientist abroad would be in his personnel capacity and he would not in any case project himself as speaking on behalf of CSIR or Government of India, unless otherwise so authorised.
- 19.11 A proforma to be used for PFA for attending seminar / symposium / conference abroad is at Appendix XIII (v)

20 Attracting Foreign Scientists to work in CSIR Laboratories

CSIR's initiatives to attract foreign scientists to our Laboratories are still to bear fruit for a variety of reasons. It is the demand of time that we press on with our

effort to improve global connectivity. The following initiatives be taken in the first instance, and situation reviewed after two years or so.

20.1 Joint Research & Development Programmes

20.1.1 CSIR laboratories shall endeavour to establish joint R&D programmes with their foreign S&T partners. The influx of foreign experts under such programmes, besides being intellectually stimulating, will help strengthen the laboratories particularly in the newly emerging, S&T areas.

20.2 Visiting Distinguished Scientists

20.2.1 Six Chairs shall be established by CSIR either in the priority areas or in the newly emerging areas, or both, and globally advertised.

20.2.2 These Chairs will be identified with the Laboratories best connected with the identified fields.

20.2.3 The nominations received against the advertisement will be critically reviewed by a High Powered Selection Committee to be constituted by the DGSIR, keeping in view the specialities involved.

20.2.4 The selected Visiting Distinguished Scientists will be offered the Chairs, for periods of 2 to 6 months in a year, to suit mutual convenience.

20.2.5 The package to be offered to the Distinguished Scientists shall include the following:

20.2.5.1 Salary equivalent to INSA Professor and an equal amount in hard currency subject to the approval of RBI

20.2.5.2 Free furnished family accommodation

20.2.5.3 Local travel facilities

20.2.5.4 Medical & Insurance cover

20.2.5.5 Business class round trip air ticket for self (including multiple visits, if necessary)

20.2.5.6 Internal travel in India

20.2.5.7 Contingency grant

20.2.6 The concerned Laboratory will be expected to develop a suitable workplan in consultation with the Visiting Distinguished Scientists and meet the requirements of infrastructure, and scientific & technical staff, to be associated with the Scientist.

20.2.7 Number, Emoluments and Facilities will be reviewed from time to time.

20.3 Visiting Senior Scientists

20.3.1 It is equally essential to attract middle level scientists from abroad particularly in the newly emerging S&T disciplines of interest to CSIR to work in the CSIR Laboratories.

20.3.2 CSIR would like to have six Visiting Senior Scientists to start with. The number shall be reviewed every two years.

20.3.3 The duration of the visit will range from a minimum of six months, to a maximum of twelve months.

20.3.4 The visiting middle level scientists shall be offered the following package :

20.3.4.1 Salary @ Rs. 8000/- p.m. and an equal amount in hard currency subject to the approval of RBI.

20.3.4.2 Free furnished family accommodation

20.3.4.3 Medical & Insurance cover

20.3.4.4 Economy class round trip air travel

20.3.4.5 Internal travel & local transport

20.3.4.6 Contingency grant

20.3.5 The visiting scientists will be required to submit a workplan which will be reviewed by the Research Council of the Laboratory from the point of view of the merit of the workplan, and availability of adequate infrastructure & manpower to support the visit, before an offer is made by the CSIR.

20.4 General

20.4.1 Wide global publicity will be given to the Scheme especially through Indian Missions abroad and counterpart scientific bilateral partners and Indian & Foreign research journals, scientific societies.

20.4.2 Special efforts should be made to attract talented scientists from CIS countries.

20.4.3 Appropriate budgetary provisions for creating the Chairs (initially six), for six senior fellows as well as for six middle level Fellows be made in the central budget at the CSIR Headquarters. Funds will be released to the concerned laboratories upon approval of their respective proposals.

20.4.4 DG, SIR in consultation with Chairman of the Advisory Board would approve establishment/creation of Chairs in the CSIR Laboratories, as well as decide on the selection procedure.

20.4.5 CSIR should endeavour to create an endowment fund in association with corporate sector, especially organisations like FICCI, IPCL & CII to sustain the six Chairs. Till such time the endowment fund is established, an annual budgetary provision of Rs. 60 lakh shall be made in the Central budget of CSIR.

20.4.6 An Annual budgetary provision of Rs. 40 lakh shall be made for instituting six middle level fellowships, and the budgetary requirement should be reviewed every two years.

20.4.7 The Intellectual Property Rights (IPR) will be jointly owned by the CSIR, incumbent and sponsor. Further, marketing of the technology, system, product, process, computer software etc. will be jointly exploited and profit shared equally.

20.4.8 In the event of non-availability of furnished official accommodation, leased accommodation shall be provided.

21. Commercial Windows Outside India

CSIR shall selectively establish its overseas nodal points/centres not only to serve as overseas S & T and commercial windows of CSIR, but equally importantly to serve as powerful antennae to track down global S & T developments and breakthroughs in the real time. Initially two or three centres may be opened and funded from the earnings of the CSIR, and later made self sustaining say within a period of about five years.

22. Insurance Cover

All CSIR personnel deputed abroad shall be provided with a satisfactory medical insurance cover.

23 Exemption Under SR 12

23.1 As per instructions existing at present, following payments received by Scientists/employees will not be subject to deduction under SR 12

23.1.1 the premium awarded for any essay on plan in public competitions

23.1.2 any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice

23.1.3 any reward payable in accordance with the provisions of any Act, Regulation or Rule framed thereunder;

- 23.1.4 any reward sanctioned for services in connection with the administration of the Customs and Excise laws;
- 23.1.5 any fee payable to a Council employee for duties which he is required to perform in his official capacity under any special or local law or by order of CSIR;
- 23.1.6 unearned income such as income from property, dividends and interest on securities;
- 23.1.7 income from literary, cultural, artistic, scientific or technological efforts
- 23.1.8 Sale proceeds or royalties on a book which is a mere compilation of Government rules, regulations and procedures. However, the provisions contained in S.R. 12 can be relaxed, with the concurrence of Department of Personnel and Administrative Reforms, provided that a certificate is furnished by the Ministry/Department concerned at the level not below the rank of Joint Secretary, to the effect that such a book is not a mere compilation of Government rules, regulations, and procedures but it reveals the author's scholarly study of the subject. If the officer in whose case the exemption under S.R. 12 is sought is himself of the status of a Joint Secretary, the Certificate should be furnished by a next higher officer;
- 23.1.9 Income derived by performing clerical, administrative or technical functions for private bodies including those engaged in literary, cultural, artistic, scientific, charitable or sports activities.
- 23.1.10 Scholarship or stipend during study leave or otherwise by a Council Employee from a source other than Consolidated Fund of India or that of a State. Union Territory for the purpose of prosecuting a course of study or receiving specialised training in professional or technical subjects;
- 23.1.11 writing of reports, papers or study reports on selected subjects for international bodies like the UNO, UNESCO, etc.

Payments received by Council Employee for writing of reports, papers or study reports on selected subjects for International bodies like UNO, UNESCO, etc., are not subject to crediting one-third of the amount under S.R. 12 to the general revenues. The matter has been further considered and it has been decided, in consultation with the Ministry of Finance, that in cases where a Council Employee writes a paper or a report, etc., aided by knowledge acquired by him in the course of his service on behalf of the United Nations and other International Agencies and such report has been written as an outcome of short-term consultancy, the amount paid by the Agency on account of such work shall also be exempted from the cut under S.R. 12.

- 23.1.12 fees received by a Council Employee from recognised universities

and other statutory bodies like Institute of Chartered Accountants for the performance by the Council Employees of work connected with the examinations conducted by these bodies or for delivering lectures; fees received by a Council Employee in connection with similar services from public sector undertakings or autonomous bodies which are wholly or substantially owned or controlled by the Government;

23.1.13 fees received in the form of travelling, conveyance, daily, or subsistence allowance, etc., if the competent authority is satisfied that the amounts received by the Council Employee are not a source of profit;

23.1.14 income derived by a Council Employee from exploitation of patent or invention taken out by him with the permission of competent authority;

23.1.15 when a Government department undertakes the work for a non-Government organisation and, in its turn, assigns the work to the officials suited for the purpose and pays them at the rates approved by Government;

23.1.16 income from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences; and

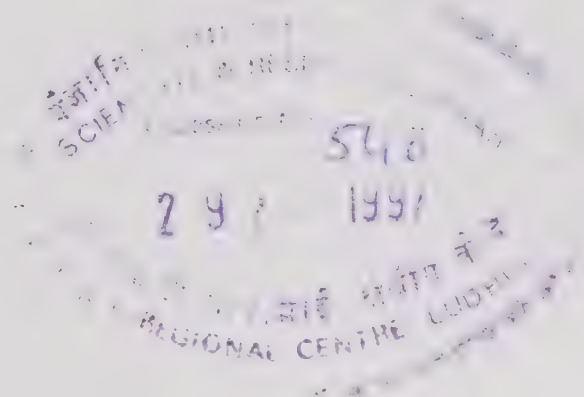
23.1.17 income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams.

23.2 Except for the payments received and exempt from application of S.R. 12 as above, all other cases shall be examined on their merit subject to the application of Rules and Regulations.

[For detailed orders, refer Appendix I].

24 Delegation of Authority from VP, CSIR to DG, CSIR

The competent authority for approvals of the overseas deputations of CSIR personnel is the Vice-President, CSIR. The question of delegation of authority for approval of deputations was considered by the Scientific Advisory Committee to the Cabinet (SACC). The SACC recommendations (Appendix IV) led to the Vice-President delegating power for approval of deputation of certain categories of visits to the DG, CSIR. (Appendix V).



25. Delegation of Powers to Directors

- 25.1 Directors may approve the revised dates of short term and long term deputations within the duration already approved by the competent authority (please see Appendix VI)

26. Interpretation and relaxation :

- 26.1 Cases/proposals not covered under the guidelines shall invariably be referred to the CSIR HQ.
- 26.2 Although efforts have been made to make these guidelines self-contained, powers for interpretation of the provisions thereof and relaxation from operation of any of the clauses, if and when felt necessary, shall vest with the DG, CSIR.

APPENDICES

No. 16013/1/79 - Allowances
 Government of India/Bharat Sarkar
 Ministry of Home Affairs/ Grih Mantralaya
 Department of Personnel and Administrative Reform
 (Karmik aur Prashasnik Sudhar Vibhag)

New, Delhi, the 11th Feb., 1980

OFFICE MEMORANDUM

Subject : Consolidated instructions relating to acceptance of fees by Central Government Employees (other than acceptance of fees by medical officers in civil employ).

The undersigned is directed to say that certain anomalies in the existing rules and orders regulating the acceptance of fees by central government employees (other than acceptance of fees by medical officers in civil employ for services other than professional attendance) have come to the notice of the Government of India. The matter has been reviewed carefully and it has been decided to issue the following consolidated instructions in replacement of the OMs listed in margin.

Ministry of Finance

- | | |
|---|--|
| 1. Letter No. F.16(2)-E.IV/53
dated 11th June, 1953 | 2. In accordance with F.R. 48,
except as otherwise provided by
general or special orders, a
government servant is eligible
to receive and retain without
special permission : |
| 2. Letter No. 4810-E.VI/54
dated 4th October, 1954 | |
| 3. Letter No. 9(22)-E.II(13)/
56 dated 3rd October, 1956 | |
| 4. Memo No. 15(45)-E.1/59
dated 6th Nov., 1959 | a) the premium awarded for any
essay or plan in public compe-
titions; |
| 5. Memo No. 15(8)-E.II(B)/60
dated 4th May, 1960 | |
| 6. Memo No. II(I)-E.II(B)/63
dated 1st April, 1963 | b) any reward offered for the
arrest of a criminal or for
information or special
services in connection with
the administration of justice; |
| 7. Memo No. 11(2)-E.II(B)/63
dated 6th May, 1963 | |
| 8. Memo No. 12(4)-E.II(B)/64
dated 22nd October, 1964 | |
| 9. M.No. 12(7)-E.II(B)/68
dated 16th April, 1968 | c) any reward payable in accord-
ance with the provisions of
any Act, Regulation or Rule
framed thereunder; |
| 10. Memo No. 11(14)-E.II(B)/68
dated 23rd December, 1968 | |
| 11. Memo No. 11(1)-E.II(B)/69
dated 25th June, 1970 | |
| 12. Memo No. 7(7)-E.II(B)/70
dated 14th October, 1970 | d) any reward sanctioned for
services in connection with |

13. Memo No. 11(1)-E.II(B)/69
dated 31st August, 1974

14. Memo No. 16011/2/E.II(B)/75
dated 28th August, 1975

15. Memo No. 16012/3/78-E.II(B)
dated 16th Sept., 1978

the administration of the
Customs & Excise laws;
e) any fee payable to a Govern-
ment servant for duties which
he is required to perform in his official
capacity under any special or local
law or by order of Government.

3. According to the definition of fees contained in FR 9(6-A), fees do not include the following payments and therefore, no special sanction is necessary for acceptance of these payments.

- (a) unearned income such as income from property, dividends and interest on securities; and
- (b) income from literary, cultural, artistic, scientific or technological efforts.

Further, fees do not include honorarium which is a recurring or non-recurring payment granted to a Govt. servant from the Consolidated Fund of India, or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory as remuneration for special work of an occasional or intermittent character. Thus, a Govt. servant may be in receipt of honorarium or fee or payments of the nature indicated in paragraphs (a) and (b) above which are neither fee nor honorarium. The instructions contained in this O.M. mainly seek to regulate the acceptance of "Fees" by Govt. servants. It is clarified that income from occasional participation in sports, games and athletic activities as players, referees, umpires or manager of teams would be covered by (b) above. However, in case a Govt. servant is permitted to participate in such sports activities and accept payment as professionals, the income derived therefrom would continue to be subject to deduction prescribed in SR-12. Acceptance of fees mentioned below would not be covered by (b) above :-

- (i) Sale proceeds or royalties on a book which is a mere compilation of Government rules, regulations and procedures. However, the provisions contained in SR-12 can be relaxed, with the concurrence of Department of Personnel & Administrative Reforms, provided that a certificate is furnished by the Ministry/Department concerned at the level not below the rank of Joint Secretary, to the effect that 'such a book is not a mere compilation of Govt. rules, regulations, and procedures but it reveals the author's scholarly study of the subject. If the officer in whose case the exemption under SR-12 is sought is himself of the status of a Joint Secretary, the Certificate should be furnished by the next higher officer.
- (ii) Income derived by performing clerical, administrative or technical functions for private bodies including those engaged in literary, cultural, artistic, scientific, charitable or sports activities.

4. Before acceptance of any payment other than those exempted under paragraphs 2 and 3 above, a Govt. servant should obtain prior sanction of the competent authority under S.R. 11. Request for permission for acceptance of fees, wherever necessary, should be made along with the request for permission for undertaking the outside work or activity, where the latter permission is also necessary in terms of S.R. 11. The authorities which can exercise the power of the competent authority for this purpose have been indicated in serial no. 3 of Appendix 'A' under Supplementary Rule 2(6) which is extracted and enclosed to this O.M. as annexure. Before granting the sanction, the competent authority should satisfy itself that the work or services could

be performed by the Govt. servant during his spare time without detriment to his official duties and responsibilities.

5. (a) In respect of occasional and casual work performed outside the office hours, unless otherwise provided, a Government servant may retain the full fee received by him upto a limit of Rs. 500/-. If the fee exceeds these limits, one-third of the fee received, subject to the condition that the fee retained by him does not fall short of Rs. 500/-, should be credited to the Government. Non-recurring and recurring fee should be dealt with separately and should not be added for the purpose of crediting one-third to the general revenues. In the case of the former, the limit of Rs. 500/- prescribed should be applied in each individual case, and in the case of the latter, the limit should be applied with reference to the total recurring fee received in the financial year.

5. (b) For taking up part-time or full time employment while on study leave abroad would require the permission of the authority which sanctioned the study leave. However crediting 1/3rd of the remuneration to government revenues would not be necessary in such cases.

6. The following payments received by Government servants will not be subject to crediting one-third of the amount to the general revenues :

- (i) payments which do not require prior permission of the competent authority in terms of paragraphs 2 and 3 above;
- (ii) scholarship or stipend received during study leave or otherwise by a Government servant from a source other than the Consolidated Fund of India or that of a State/ Union Territory for the purpose of prosecuting a course of study or receiving specialised training in professional or technical subjects;
- (iii) writing of reports, papers or study reports on selected subjects for international bodies like the UNO, UNESCO, etc;
- (iv) fees received by a Government servant from recognised universities and other statutory bodies like Institute of Chartered Accountants for the performance by the Government servants of work connected with the examinations conducted by these bodies or for delivering lectures. Fees received by a Government servant in connection with similar services from public sector undertakings or autonomous bodies which are wholly or substantially owned or controlled by the Government;
- (v) fees received in the form of travelling conveyance, daily, or subsistence allowance etc. if the competent authority is satisfied that the amounts received by the government servant are not a source of profit;
- (vi) income derived by Government servant from exploitation of patent or invention taken out by him with the permission of competent authority;
- (vii) when a Government department undertakes the work for a non-Government organisation and, in its turn, assigns the work to the officials suited for the purpose and pays them at the rates approved by Government;

(viii) income from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences; and

(ix) income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams.

7. Where a Government servant accepts a fee other than those listed above, with or without specific permission of the competent authority, it will be subject to the restriction indicated in paragraph 5 above. By way of illustration, this restriction will apply in the following cases :-

(i) Where a Government servant receives sale proceeds or royalties on a book which is a mere compilation of Government rules, regulations and procedures.

(ii) Where a Government servant is permitted under S.R. 11 to perform a clerical, administrative or technical work of an occasional or casual nature for a purely private body and accepts fee therefrom. The words 'private body' would include all cooperatives societies and societies registered under the Societies Registration Act which are not subject to administrative control by Government.

(iii) Income received by a Government servant from a regular remunerative occupation in the nature of part-time employment permitted by the Government or the competent authority under Conduct Rule 15, and

(iv) Income received from publishing a book or contributing an article on subjects other than those mentioned in para 6 (viii) above.

8. Scientists, technologists and medical specialists working under the Central Government, who, in the over all interest of research and development, are permitted by Government to take full time assignment either in foreign countries or within the country, as visiting professors, students, etc., in universities or scientific/medical institutions, may be allowed to retain in toto the remuneration received by them, subject to the following conditions:-

(a) They may be granted extraordinary leave during the period of such assignments;

(b) The assignments should not be of more than two years duration at a time; and

(c) They shall pay pension contribution to the Government of India, as payable under the provisions of Fundamental Rules by Government servants sent on deputation on foreign service. In the case of those who are governed by the Contributory Provident Fund Rules, they should themselves contribute the employer's share of contribution with reference to the emoluments which the official would have drawn had he been on duty in India.

This benefit will, however, not be applicable to (i) temporary employees with less than three years continuous service; and (ii) re-employed pensioners. Persons appointed on contract will also be not eligible unless they have put in not less than three years of service under the Central Government and they give undertaking to serve the Government on return from foreign assignment for a period of at least three years whether on contract or otherwise. In order to secure compliance with this undertaking a bond on stamped paper of an appropriate value may be got executed in consultation with Ministry of Law.

9. Private consultancy work should not be accepted by the staff working in any Government institution including Indian Institute of Technology etc. However, the institutions concerned can take up consultancy work from private parties and entrust the work to selected staff members. The fees received for rendering consultancy work should be credited to the funds of the institution and suitable honorarium may be sanctioned to the members of the staff entrusted with this work. The honorarium paid to all the members of the team taken together should not exceed 2/3rds of the fees received by the institution. Appropriate provision should be incorporated in the terms of contract where an officer is in employment on contract basis.

10. All Government servants who accept any outside work in return for fees should ensure that their official work does not thereby suffer. They shall not undertake or shall discontinue such work if so directed by the Government.

11. A Government servant on foreign assignment who earns his fees in foreign exchange and pays one-third of his fees to the general revenues in rupees, would be required to show proof of having surrendered equal amount of foreign exchange at any bank authorised to convert foreign exchange into rupees. The competent authority sanctioning the acceptance of fees should make a stipulation to this effect in the sanction itself.

12. In so far as the personnel of the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

13. Hindi version of this OM will follow.

Sd/-
(R.C. Gupta)
Deputy Secretary to the Government of India.

APPENDIX A

Authorities which exercise the power of the competent authority in relation to acceptance of fee.

Sl.No	No. of Suppleme ntary Rule	Nature of Power	Authority to which the power is delegated.	Extent of Power delegated
1	2	3	4	5
3	II	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee	1. Governor of Assam for Tribal Areas, Shillong, acting agent to the President. 2. Chief Commissioners. 3. Departments of Govt. of India 4. Comptroller & Auditor General	Full Power

5. Railway Board	
6. Director General of Posts & Telegraphs.	Full power in the case of Govt. servants no directly appointed by the Government of India
7. Surveyor General	
8. Commissioner Northern India Salt Revenue.	
9. All Heads of Department	

Full power up to a maximum of Rs. 3000 in each case. In the case recurring fees this limit applies to the total of the recurring payments made to an individual in a year.

10 Directors of the Survey of India

Full powers up to maximum of Rs. 250 in the case of Govt. servants not directly appointed by the Govt. of India or the Surveyor General. In the case of recurring fees this limit applies to the total recurring payment made to an individual in a year.

According to paragraph 6(iii) above, payments received by Government servant for writing of reports, papers or study reports or selected subjects for International bodies like UNO, UNESCO, etc., are not subject to crediting one-third of the amount under S.R. 12 to the general revenues. The matter has been further considered and it has been decided, in consultation with the Ministry of Finance, that in cases where a Government servant writes a paper or a report, etc., aided by knowledge acquired by him in the course of his service on behalf of the United Nations and other International Agencies and such report has been written as an outcome of short-term consultancy, the amount paid by the Agency on account of such work shall also be exempted from the cut under S.R. 12.

[G.I., M.H.A. Dept. of Per. & A.R. O.M. No. 16011/3/81-Est. (Allowances), dated the 19th May, 1981]

**No. 16011/3/81-Estt.(Allowances)
Government of India/Bharat Sarkar
Department of Personnel and Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)
New Delhi, the 15th October 1983**

OFFICE MEMORANDUM

SUBJECT:- Terms of deputation etc. for Government Officials who are permitted to take up short term foreign assignment/consultancy with United Nations and other International Agencies like World Bank, Asian Bank, ESCAP etc.

The undersigned is directed to refer to the consolidated instructions relating to the acceptance of fees by Central Government employees, contained in this Department's O.M. No. 16013/1/79-Allcs dated 11.2.80 and the instructions regarding exemption from the operation of SR. 12 relating to fees received by Government employees permitted to take up short-term consultancy/assignment with United Nations and other International Agencies issued vide this Deptt.'s O.M. No. 16011/3/81-Estt. (Allcs) dated 19.5.81, and to say that the Government of India have had, under consideration, the question of laying down certain guidelines to ensure uniformity in the terms and conditions that may be offered to Central Govt. employees permitted to undertake foreign assignments/consultancy with United Nations and other International Agencies like World Bank, Asian Bank, ESCAP, etc.

2. It has been decided, in consultation with the Ministry of Finance, that the terms and conditions in regard to pay and allowances and the treatment of period spent on short term assignment/consultancy with the UN and other International Agency should be regulated as under

- (a) Where the UN or other International Agency offers to the Government servant pay and allowances according to its own rules the period spent with the Agency by the Government servant will be treated as foreign service. The Agency would be required to pay contributions on account of leave salary and pension for the period of foreign services/consultancy. If the agency does not pay these contribution, the govt. servant himself should pay such contributions. In cases where leave salary and pension contributions are not paid either by the Agency or by the Govt. servant concerned the

period spent on foreign service will not count as qualifying service for pension and for determining the leave entitlement.

- (b) Where the Government of India sponsors a Government servant for a short term assignment/consultancy with UN and other International Agency and the Government servant so sponsored is paid by the Agency only subsistence allowance (i.e. daily allowance) or consultancy fee/honorarium or both and not pay and allowances as per its own rules the Government servant would be treated as on deputation to the Agency and allowances would be paid by the Government of India. The Government servant would be treated as on duty for the entire period of deputation with the Agency. Contributions towards leave salary and pension are not payable in such cases.
- (c) In cases other than those covered by (a) and (b) above where a Govt. Servant is permitted by Govt. to take up short term assignment/consultancy with UN and other International Agencies and the Agency offers only subsistence allowance or fee/honorarium or both, the period of absence of the Govt. servant would be treated as leave due and admissible to him. No contribution on account of leave salary and pension will be payable in such cases.
- (d) In the case of government servant whose appointment with the Government is on contract basis, if the duration of assignment/consultancy with UN or other International Agencies is more than 45 days, the contract appointment should be terminated w.e.f. the date he hands over charge for taking up the assignment/consultancy. If after completion of the assignment/consultancy with the Agency the services of the official are still required, his appointment will have to be on a fresh basis. In case the duration of the assignment/consultancy is 45 days or less, the period of assignment/consultancy will be regulated under sub-clauses (a), (b) and (c) above.

3. In the context of the decisions contained in the above paragraph, the following points which are relevant to the issue are also clarified for the guidance and information of all the Ministries/Departments of Central Government :-

(A) Employment during Leave :

Doubts have been raised in the past whether in cases where the period of foreign assignment/consultancy is covered by the grant of leave due and admissible to the Government officer concerned the officer can be allowed to accept employment in the form of assignment/consultancy in view of the provisions contained in Rule 13 of the Central Civil Services (Leave) Rule, 1972 which provide that an officer on leave is prohibited from taking up any service or employment, without obtaining the previous sanction of the competent authority, during the period of his leave. The above rule further provides that such sanction is not to be granted ordinarily and in exceptional cases either the services of the officer be transferred to the office where he intends to work during leave or he may be required to resign.

It is clarified that in cases where the officer is permitted to take up foreign assignment/consultancy with UN and other bodies, permission by the competent authority to the officer to accept assignment/consultancy would automatically carry with it also the permission under Rule 13 of the CCS(Leave) Rules, 1972.

(B) Provision for Scientists, Technologists and Medical Specialists

In paragraph 8 of the O.M. NO. 16013/1/79-Allcs. dated 11.2.80 it has been provided that scientists, technologists and medical specialists working under the Central Government, who, in the overall interest of research and development, are permitted by Government to take full time assignment either in foreign countries or within the country, as Visiting Professors, Students, etc. in Universities or Scientific/Medical Institutions, may be allowed to retain in toto the remuneration received by them, subject to the following conditions :

- (i) They may be granted Extraordinary leave during the period of such assignment;
- (ii) The assignments should not be of more than two years duration at a time; and
- (iii) They shall pay pension contribution to the Govt. of India, as payable under the provisions of Fundamental Rules by a Govt. servant sent on deputation on foreign service. In the case of those who are governed by the Contributory Provident Fund Rules, they should themselves contribute the employer's share of contribution with reference to the emoluments which the official would have drawn had he been on duty in India.

It has been further provided that the above benefit will, however, not be applicable to (a) temporary employees with less than three years continuous service; and (b) re-employed pensioners. Persons appointed on contract will also not be eligible unless they have put in not less than three years of service under the Central Government and they give an undertaking to serve the Govt. on return from foreign assignment for a period of at least three years whether on contract or otherwise.

A view has been expressed that the above provisions are less liberal than the provisions contained in paragraph 2 supra. It has, therefore, been decided that the scientists, technologists and medical specialists permitted to take up short term foreign assignment/consultancy with United Nations and other International Agencies may be given an option either to be governed by the provisions contained in paragraph 8 of O.M. dt. 11.2.80 or provisions contained in paragraph 2 supra.

(C) Exemption from cut under S.R. 12

As per the provisions contained in para 6 (iii) of O.M. dated 11.2.80, payments received by Govt. servants for writing reports/papers or study reports on selected subjects for International bodies like the UN, UNESCO, etc., are not subject to crediting 1/3rd of the amount under S.R. 12 to general revenues. In consultation with the Ministry of Finance and the C&AG, orders have since been issued vide this Department's O.M. No. 11/3/81-Estt (Allcs) dt. 19.5.81 providing that in cases where a Govt. servant writes a paper or a report etc. (aided by knowledge acquired by him in course of his service) on behalf of the United Nations or other International Agencies and such report has been written as an outcome of short term consultancy, the amount paid by the Agency on account of such work shall also be exempted from the cut under S.R. 12. In all other cases not covered under the orders referred to above the consultancy fee/ honorarium received by the

officers for the short term assignment/ consultancy with the UN and other International Agencies will be subject to the cut as per provisions of S.R. 12.

(D) Other terms and conditions

Apart from what has been provided in this O.M., a Government servant permitted to take up foreign assignment/consultancy with the World Organisations such as United Nations, World Bank, FAO, ESCAP etc. will not be entitled to any other payments or concessions from the Government of India and the other terms and conditions, like those for passage, TA etc. will be as settled with the borrowing organisation.

(E) Short-term Consultancy

For the purpose of the aforesaid orders short term assignment/consultancy means an assignment of not more than 3 months duration.

4. Vacancies exceeding forty five days caused on account of the officials having been sponsored by the Government of India to take up short term foreign assignment/consultancy with the United Nations and other International Agencies, may be filled up by the Ministries, etc. in the normal manner. Vacancies of duration of forty five days or less should not be filled up. Filling up of leave vacancies will be governed by the normal rules.

5. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

6. Hindi version of this O.M. is enclosed.

Sd/-
(C.V. SRINIVASAN)
DIRECTOR

December 16, 1991

Dear Dr.

Subject: Provision of Sabbatical Leave for Scientists of CSIR.

I am happy to communicate the approval of the Governing Body of CSIR for the provision of Sabbatical Leave for the Scientists of CSIR. Please find enclosed with this the rules and regulations about Sabbatical Leave scheme of CSIR approved by its Governing Body. I shall be happy to provide you with any further information you may require for implementing the scheme.

With kind regards,

Yours sincerely,

sd/-
(SUSHIL KUMAR)

Encl: As above.

Subject : Sabbatical Leave

The Governing Body of CSIR has approved the following rules and regulations for Sabbatical Leave at its 124th Meeting held on 24th September, 1991.

- 1 The Sabbatical Leave would be exclusively for scientific or academic work at any relevant Institution in India or abroad;
- 2 The Sabbatical Leave would be admissible to Scientists "C" and above who have rendered not less than six years service in CSIR;
- 3 Sabbatical Leave should be granted once in six years, provided, the Scientist concerned has not gone on one year or longer deputation or assignment or study leave during the preceding six years;
- 4 Sabbatical Leave could be availed by a Scientist while receiving Fellowship or the like from CSIR or any other organisation;
- 5 The leave will be limited to a maximum period of one year only; it may be taken for shorter duration;
- 6 The Scientist must have at least three years service after completion of Sabbatical Leave;
- 7 The Sabbatical Leave cannot be combined with any other leave;
- 8 During the period of Sabbatical Leave, the Scientist concerned will be paid full salary and allowance as would have been otherwise admissible to him;
- 9 Scientist concerned will furnish a letter of acceptance from the Host Institution for undertaking advanced study/research;
- 10 Scientist concerned will give an undertaking before proceeding on Sabbatical Leave that he will utilise it for the bonafide purpose for which it is sanctioned and will not accept any commercial employment during the period of leave; if after rejoining duty, he resigns within three years he shall refund the salary paid to him during the period of his Sabbatical Leave;
- 11 During the period of Sabbatical Leave, the Scientist will continue to retain accommodation on the same terms and conditions as are applicable to other Council employees;
- 12 For all purposes the period of Sabbatical Leave will be treated as a period spent on duty without entitlement to TA and DA;
- 13 In case the Scientist proceeds abroad, the Laboratory where he is employed or CSIR will have no financial obligations including medical expenses;
- 14 All applications shall be forwarded by Laboratories to CSIR in case Sabbatical Leave is out of the country;
- 15 On completion of Sabbatical Leave, the Scientist will submit detailed report on work done and objectives accomplished;

Council of Scientific and Industrial Research
(Human Resource Development Group)

No: CSIR/SK/SL/91/HRDG

Dated 13.7.1994

From

Head, HRDG

Heads of all National Laboratories/Institutes

Sub: Provision of Sabbatical Leave for Scientists of CSIR

Sir,

I am directed to invite your kind reference to letter No. CSIR/SK/SL/91 dated December 16, 1991 from Dr. Sushil Kumar, the then Head, HRDG, CSIR on the subject cited above and to state that the Governing Body in its 13 meeting held on 29th July, 1993 while considering the recommendations of the Mashkar Committee on Marketing Knowledge Base etc., has inter-alia approved the following modifications in the existing rules and regulations for Sabatical leave :-

“ the facility of Sabbatical leave that is presently available for work of scientific and academic nature only, be extended to include work on other activities of the innovation chain with industry consultancy organisations, financial institutions, project engineering firms, technology, marketing/transfer agencies, etc. All other conditions of the scheme approved by GB for sabbatical leave to remain an changed”.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-
(N N SAREEN)
DEPUTY SECRETARY

Copy to:

1. PS to DG, CSIR
2. PS to JS (A), CSIR
3. PS to IFA, CSIR
4. Adviser (TU), CSIR
5. PS to Head, HRDG
6. Dy. Secretary (A), CSIR
7. Dy. Secretary (CO), CSIR
8. Dy. Secretary (Cte), CSIR

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
RAFI MARG, NEW DELHI - 110 001**

No. 27/470/87-ISC.II

3rd February 1994

OFFICE MEMORANDUM

In pursuance of the approval of the Governing Body in its 131st meeting held on 29th July 1993, Director of the CSIR Laboratory/Institute, effective from 1st April 1994, will be empowered to sanction deputation abroad of Scientists upto and including the level of Scientists 'G' for Business Promotion/ Development subject to the following conditions :-

- i) Deputation abroad should be for clearly defined objectives of business development / promotion;
- ii) Selection and the period of deputation to be decided by a Committee of three persons comprising Director, Area/ Project Leader and another person nominated by the Director;
- iii) The period of deputation shall not exceed two weeks;
- iv) Expenditure on such deputation will be met from the laboratories' reserve fund;
- v) The expenditure connected with such deputations viz; DA, Visa Fee, Airport Tax, Medical Certificate etc. will be regulated as per CSIR instructions/orders;
- vi) Prior clearance from Ministry of External Affairs from political angle will be obtained for such deputation. In case any assistance is needed from CSIR Hqrs. in obtaining clearance from the Ministry of External Affairs, the proposal may be sent to Head, ISC, CSIR three weeks in advance from the date of departure of the Scientist;
- vii) Other conditions regarding eligibility, restriction of number of visits etc. may be regulated as per CSIR guidelines on the subject.
- viii) The deputationists will be governed by the relevant provisions of medical attendance/treatment rules as contained in Min. of External Affairs Circular No. Q(GA)/653/1/74 dated 5.3.79 while on deputation abroad.
- ix) The report of the visit will be sent to CSIR within one month of the return of deputationists to India.
- x) Four copies of the formal orders issued for deputation in exercise of these powers shall be endorsed to Head, ISC, CSIR Hqrs. within one month of the issue of such orders, clearly specifying the objectives of deputation.

sd/-
(S.P. GERA)
UNDER SECRETARY

DST/JSF/17(3)(1)/83
GOVERNMENT OF INDIA
DEPARTMENT OF SCIENCE & TECHNOLOGY

Technology Bhawan,
New Mehrauli Road,
New Delhi the 28th December, 1983

OFFICE MEMORANDUM

Subject :- Simplification of administrative procedures for Scientific Departments/Organisations - Delegation of enhanced financial powers, regarding.

The Science Advisory Committee to the Cabinet (SACC) had recommended a series of measures for simplifying administrative procedures and delegating enhanced powers to the Scientific Departments and Organisations. These are aimed at promotion of a proper atmosphere in the Scientific Departments and Agencies so that Scientists and Technologists can make efficient and appropriate use of facilities and perform the task assigned to them without avoidable loss of time. Some of these recommendations have been accepted by the Government and the President is now pleased to delegate following enhanced powers to such Departments/Agencies/Organisations:-

1. The Government have accepted in principle that the budgets of all S & T Departments/Agencies/Institutions should be regarded wholly as 'Plan' and formulated each year on the principles of 'zero' based budgeting. While all S & T Agencies/Institutions should be encouraged to follow this procedure, initially they may be allowed to exercise their option. A detailed procedure in this regard would be worked out in consultation with the Ministry of Finance and the Planning Commission.
2. Scientific Departments/Organisations are exempted from the purview of the D.G.S. & D. for purchase of stores and disposal of surplus stores. This delegation is subject to the condition that they would evolve suitable procedure for the exercise of these powers in consultation with their internal finance.
3. Meetings of the Expenditure Finance Committee/Public Investment Board of the S & T Ministries/Departments shall be taken by the Secretary of the Ministry administratively

concerned with the proposal. However, the composition of the EFC/PIB as laid down in O.M. No. 1(6)PT-11/82 dated 12th October, 1982 remains unchanged.

4. Governing bodies of autonomous S & T Institutions like Council of Scientific & Industrial Research, Indian Council of Agricultural Research, etc., shall have full financial powers to enable the organisations to take appropriate decisions without further reference to the administrative ministry concerned. However, all financial matters should be brought up before the Governing Body only after it has received due scrutiny and examination by the Finance branch of the Agencies. No decision on financial matters would also be taken without the concurrence of the Member (Finance) of the Agency.
5. Heads of S&T Ministries/Departments/Agencies shall have full powers of the Ministry as specified in Delegation of Financial Power Rules, 1972 to authorise expenditure pertaining to their Departments for the purpose of travel, transport, canteen etc., subject to the budgetary ceilings previously approved under various sub-heads and shall further be subject to the condition that all orders of economy and reappropriation issued by the Ministry of Finance from time to time are strictly observed.
6. Heads of S & T Ministries/Departments/Agencies shall also have powers to sanction deputation abroad/international travel to the scientists working in their organisations subject to the following conditions :-
 - a) the delegation of the power would be regulated by budgetary control. In the budget of the organisation a specific provision on International Travel should be made while framing the budget proposals. The amount so provided should include cost of passage, other local costs per diem cash allowance, contingencies, entertainment, accommodation, registration fee, etc. Specific details regarding the conference or the training programmes which are known in advance may also be given in the budget proposals as far as possible.
 - b) Once the budget along with the budget for foreign deputation/delegation is approved, the Head of the Organisation can sanction International Travel without having to obtain the approval of the Screening Committee wherever applicable. These powers cannot be delegated further by him. In the matter of selection, the guidelines given by SACC and shown as Annexure-1 to this Memorandum should be followed.
 - c) No diversion of fund from any other head is permissible. The normal powers of reappropriation available to the Department will not be applicable for this purpose.
 - d) In approving such deputations abroad, other instructions of the Government of India on the subject should be strictly followed.
7. All Scientific Departments shall be excluded from the purview of the Staff Inspection Unit of the Ministry of Finance. Functions of the SIU in respect of such Departments would now be entrusted to a team appointed by the Head of the respective S&T Department consisting of

the Core Member of the Staff Inspection Unit (Ministry of Finance) and Scientific/Technical personnel from the concerned Department/Agency.

8. The Government have also accepted that there was a need to examine the extent of powers now enjoyed by the various non- autonomous S&T Institutions/Agencies functioning as attached/ subordinate office which vary widely, to determine the extent to which further powers should be delegated to them. They have also accepted that as far as possible, efforts should be made to ensure that only one official from the Ministry of Finance is nominated to serve as the Member (Finance) to all the Scientific Agencies. Similarly, the Comptroller and Auditor General of India has been requested that the audit of all S & T Agencies and Departments may be brought under one single Agency under the Comptroller and Auditor General of India.

A list of the Scientific Departments/Agencies/Institutions to whom these orders apply as approved by SACC is attached as Annexure II. The criteria suggested by it for identification as an S & T institution is attached as Annexure III.

Formal amendment to the Delegation of Financial Power Rules, would issue in due course.

Hindi version will follow.

Sd/-
(G. CHATTERJEE)
Joint Secretary & Financial Adviser

To
All Ministries/Departments

cc: 1. Director Generals, CSIR, ICAR & ICMR
2. Ministry of Finance, Establishment Divn.
3. Cabinet Secretariat
4. Chairman, SACC

Sd/-
(G. CHATTERJEE)

Guidelines for participation of Indian Scientists and Technologists in International Conferences/Symposia as approved by Science Advisory Committee to the Cabinet.

1. All Scientific Departments should each have a specific budget head/allocation for supporting their scientists/ technologists to attend international conferences/symposia in subjects with which they are concerned. Support should cover to and from as appropriate in the specific cases, air fare in full, per diem expenses, registration fees etc.
2. Powers regarding selection/clearances/approval of scientists and technologist for participation in international conferences/symposia may be delegated to the scientific head of the concerned agency. The selection could be made by a small Screening Committee headed by the head of the agency.

A detailed proforma and check list may be prepared and used invariably taking into consideration the specific aspects of subjects dealt with by each agency, including Security/ Sensitivity considerations. The performa would also elicit information such as relevance and importance of the conference/ symposia in relation to functions of the agency, the role of the nominee (as Chairman, rapporteurs invited/key note speakers, conferences if attended to in the past etc. Submission or acceptance of a paper for a conference would not by, itself be a justification for sponsoring participation in a conference. The papers to be presented should be evaluated for quality. A directory will be prepared of standard recognised international conference/symposia such as those listed by UNESCO, etc. Attendance at these should not evolve any security/sensitivity aspects and corresponding clearance from Ministry of External Affairs.

A mechanism will be established, consisting of Heads of the scientific institution/organisation and concerned officials of the other appropriate departments/ministries (e.g. Ministry of Home Affairs/Ministry of External Affairs) to discuss the participation in conferences which do not fall in the purview of the above mentioned categories or where any sensitive issues might be involved.

3. The above Screening Committee would arrive at and communicate decisions quickly. Normally, the following selection procedure would be adopted :
 - a) Notifications received by a Scientific agency/ Department regarding conferences/symposia to be held abroad, would be circulated to the relevant subject- matter institutions under it's jurisdiction, for making a selection. At the level of each such institution, there would be a Selection Committee to screen the candidates. In other cases, such requests made by individual scientists for participation in a conference abroad or invitations received by individual scientists/ technologists by name, a view may be taken directly i.e. without circulation.

- b) In cases involving scientists/technologists of high standing who receive invitations by name for presentation of papers, for chairing sessions, for giving keynote addresses etc. and are paid by outside agencies, the candidatures should normally be supported and not withheld.
 - c) In cases of scientists and technologists who receive paid invitations by name but who cannot be considered of such high standing as at (b) above, security/ sensitivity aspects may need to be looked into, as also aspects of financing if special foreign currency funds are involved.
 - d) Cases involving short-term and long-term deputations for training abroad should be dealt with separately and should not be covered under these guidelines.
 - e) In cases where participation is fully funded by the department/organisation in India, one visit in a period of three years may normally be taken as a guideline. There would be exception, in cases of partial funding by a Department, depending on the nature of work/ accomplishment, etc. Exceptions to this guideline could be made on the basis of justifications submitted. In cases where a scientist/technologist invited is an established leader in a given field, and his participation in an international conference is likely to enhance the image of India, such personnel should be allowed to participate in international conferences without undue restrictions.
4. The absence of scientists/technologists from an institution, for participation in an international conferences/symposia, should be treated as duty.
5. a) Each scientific department should have some funds available to support delegations, composed of scientists from various Institutes, in the country which could be sent for international meetings that are of special interest and importance to the Department.
- b) The Screening Committee in a scientific institute, agency should prepare well in advance a list of conferences that would be importance for purpose of sending delegations, so that decisions in these matters can be taken well in advance.
- c) At present, partial travel assistance is provided for participation of scientists in international conferences etc. by the Ministry of Education, University Grants Commission, Department of Science and Technology, besides Indian Council of Agricultural Research and Indian Council of Medical Research and Indian National Science Academy. As a result, a scientist approaches several agencies hoping to get a part of assistance from each. He has to run to several organisations without being sure of getting the total assistance that is needed. It should be ensured that the scientist can participate with support from not more than two agencies provided his attendance can be considered worthwhile otherwise.

I. LIST OF S & T INSTITUTIONS UNDER VARIOUS MINISTRIES / DEPARTMENTS OF THE CENTRAL GOVERNMENT.

1. Institutions having Ministry, Attached or Subordinate type status:-

1. Department of Science & Technology (DST) - Headquarters and i) Survey of India, ii) National Atlas and Thematic Mapping Organisation.
2. Department of Environment - Headquarters and Botanical Survey of India, Zoological Survey of India, National Museum of Natural History, Wild Life Institute of India, Forest Survey of India.
3. Department of Ocean Development.
4. Defence Research & Development Organisation (DRDO) (Headquarters and all laboratories/institutes under DRDO)
5. Indian Meteorological Department.
6. National Test House (Calcutta, Bombay, Madras & Ghaziabad)
7. Department of Mines
 - i) Geological Survey of India, Calcutta
 - ii) Indian Bureau of Mines, Nagpur
8. Ministry of Communications.
 - i) Telecommunications Research Centre, New Delhi.
 - ii) Technical and Development Circle, Jabalpur
 - iii) Advanced Level Telecommunications Training Centre, Ghaziabad.
9. Department of Civil Aviation
 - i) R & D Directorate, New Delhi.
10. Ministry of Irrigation
 - i) Central Water and Power Research Station, Pune.
 - ii) Central Soil and Material Research Station, Delhi
 - iii) Central Ground Water Board, Faridabad
 - iv) Central Water Commission, New Delhi.
11. Department of Agriculture
 - i) Forest Research Institute, Dehra Dun and its regional stations
 - ii) Central Fertilisers Quality Control & Training Institute, Faridabad.
12. Department of Food
 - i) National Sugar Institute, Kanpur.
 - ii) Indian Grain Storage Institute, Hapur

13. Department of Culture

- i) Anthropological Survey of India, Calcutta
- ii) National Research Laboratory for Conservation of Cultural Property, Lucknow

14. Ministry of Health & Family Welfare

- i) All India Institute of Hygiene & Public Health, Calcutta.
- ii) All India Institute of Physical Medicine & Rehabilitation, Bombay.
- iii) All India Institute of Mental Health, Bangalore.
- iv) BCG Vaccine Laboratory, Madras.
- v) Central Food Laboratory, Calcutta.
- vi) Central Research Institute, Kasauli
- vii) Central Leprosy Teaching Research Institute, Chengleput.
- viii) Central Drugs Laboratory, Calcutta.
- ix) Department of Serologist and Chemical Examiner, Calcutta.
- x) Family Planning Training Research Institute, Bombay.
- xi) J.N. Institute of Post-graduate Medical Education and Research, Pondicherry
- xii) National Malaria Eradication Programme, Delhi.
- xiii) National Tuberculosis Institute, Bangalore.
- xiv) National Institute of Communicable Diseases, Delhi.
- xv) Rural Health Training Centre, New Delhi.
- xvi) National Institute of Mental Health & Neuro Sciences, Bangalore.
- xvii) Central Institute of Psychiatry, Ranchi.
- xviii) National Medical Library, New Delhi.
- xix) Central Leprosy Research & Training Institute, Raipur.
- xx) Regional Leprosy Research & Training Institute, P.O. Asaka, Distt. Ganjam.
- xxi) Food Research & Standardisation Laboratory, Ghaziabad.
- xxii) Central Indian Pharmacopoeia Laboratory, Ghaziabad.

15. Ministry of Home Affairs

- i) Central Forensic Science Laboratory (CBI), New Delhi.
- ii) Central Forensic Science Laboratory, Calcutta, Hyderabad and Chandigarh.
- iii) Institute of Criminology and Forensic Science.

16. Ministry of Works and Housing

- i) National Buildings Organisation, New Delhi
- ii) Town and Country Planning Organisation, New Delhi.

II. Institutions having Commission status and those registered as Societies and Autonomous Institutions.

- 1. Department of Atomic Energy (R&D) and institutions under it.
- 2. Department of Space and S & T Institutions under it.

3. Department of Non-conventional Energy Sources.
4. S & T Institutions under Department of Electronics.
5. Council of Scientific & Industrial Research (CSIR) and institutions under it.
6. Indian Council of Agricultural Research (ICAR) and institutions under it.
7. Indian Council of Medical Research (ICMR) and institutions under it.
8. Department of Science & Technology - Aided institutions.
9. Ministry of Health & Family Welfare
 - i) Institute of Post-graduate Medical Education and Research, Calcutta.
 - ii) National Institute of Health and Family Welfare, New Delhi.
 - iii) Pasteur Institute of Southern India, Conoor, (Tamilnadu)
 - iv) All India Institute of Speech & Hearing, Mysore.
 - v) Chittranjan National Cancer Research Centre, Calcutta.
 - vi) Cancer Institute, Madras.
 - vii) International Institute of Population Studies, Bombay.
 - viii) Institute of Research in Indigenous System of Medicine, Jogindernagar (H.P.)
 - ix) Post-graduate Institute of Medical Education Research, Chandigarh.
 - x) Vallabhai Patel Chest Institute, Delhi.
 - xi) All India Institute of Medical Sciences, New Delhi.
10. Ministry of Tourism & Civil Aviation
 - i) Indian Institute of Astrophysics
 - ii) Indian Institute of Geo-magnetism
 - iii) Indian Institute of Tropical Meteorology
11. Department of Heavy Industry
 - i) Central Machine Tool Institute, Bangalore
 - ii) Automotive Research Association of India
 - iii) Welding Research Institute, Tiruchirapalli
 - iv) Central Metal Forming Institute, Hyderabad
 - v) Corporate R & D Complex, BHEL, Hyderabad.
12. Department of Industrial Development
 - i) Central Pulp and Paper Research Institute
 - ii) Cement Research Institute of India
 - iii) Indian Plywood Industries Research Institute
 - iv) Indian Rubber Manufacturers Research Association
 - v) Central Coir Research Institute (Coir Board)
 - vi) National Institute of Design, Ahmedabad
 - vii) S & T Institutions under Khadi & Village Industries Commission.
13. Ministry of Commerce
 - i) Ahmedabad Textile Industries Research Association (ATIRA)
 - ii) Bombay Textile Research Association (BTRA)
 - iii) South India Textile Research Association (SITRA)
 - iv) North India Textile Research Association (NITRA)
 - v) Man-made Textile Research Association (MANTRA)
 - vi) Silk & Art Silk Mills Research Association (SASIMRA)

- vii) Wool Research Association (WRA)
 - viii) Indian Jute Industries Research Association (IJIRA)
 - ix) Central Tasar Research Station, Ranchi
 - x) Central Coffee Research Institute, Mysore (under Coffee Board)
 - xi) Rubber Research Institute of India, Kottayam (under Rubber Board)
 - xii) UPSAI Tea Research Station, Coimbatore.
14. Department of Petroleum
- i) Institute of Petroleum Exploration (under ONGC)
 - ii) Institute of Drilling Technology (under ONGC)
 - iii) Institute of Reservoir Studies (under ONGC)
15. Department of Power
- Central Power Research Institute.
16. Department of Coal
- Central Mine Planning and Design Institute (A subsidiary of Coal India Ltd.)
17. Ministry of Information & Broadcasting
- Research Department, All India Radio
18. Ministry of Railways
- Research Designs and Standards Organisation (RDSO)
19. Ministry of Shipping & Transport
- i) Optical Research Laboratory, Deptt. of Light Houses and Light Ships.
 - ii) Hydraulic Study Department, Calcutta Port Trust.
20. Ministry of Civil Supplies
- Indian Standards Institution
21. Ministry of Education
- i) Indian School of Mines & Applied Geology, Dhanbad.
 - ii) National Institute of Foundry & Forge Technology, Ranchi.
 - iii) Universities (having S & T Departments), Indian Institute of Technologies, and S & T institution deemed to be Universities.
22. Ministry of Irrigation.
- National Institute of Hydrology
23. Department of Culture.
- National Council of Science Museums.

CRITERIA FOR IDENTIFICATION OF INSTITUTIONS/ORGANISATIONS WHICH CAN BE CONSIDERED AS SCIENTIFIC & TECHNICAL INSTITUTIONS

1. The institutions referred to as S & T would be characterised by pursuit of excellence.
2. They should be engaged in research design development or programme implementation (including review, analysis, promotion and aspects of science policy etc.) which could cover a broad spectrum of pure and applied research but the essential feature would be innovative character and spirit of enquiry that permeates their overall functioning.
3. The scientific culture is characterised by a few salient aspects, namely the persons involved are highly qualified and skilled technical personnel, involved in creative and innovative activity, they are willing to be judged on the basis of merit and competence rather than on the basis of seniority and a hierarchial structure.
4. The criteria could cover, the aims and objectives of the institution/organisation, qualification of the personnel qualitative requirements for performance of various types of activities, etc.
5. The institutions/organisations to be considered as S & T could be broadly classified under the following two groups :

i) Research and Development:

- a) Basic Research: Original investigation to gain new scientific knowledge, not necessarily directed towards and specific practical aim or application.
- b) Applied Research: Original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective.
- c) Experimental Development: Use of scientific knowledge to produce new or substantially improved materials, devices, products, processes, systems or services.

ii) S & T: These activities are very closely linked to R & D in terms of operations, institutions and personnel and comprise :

- a. Scientific and technical information, data collection, testing and standardisation, feasibility studies for engineering products, specialised medical care, patent & licences work.
- b. Geological, geophysical, meteorological and natural resources survey, including mapping.
- c. Scientific activities of the museums in terms of display of exhibits and fabrication of prototypes.
- d. Zoological and botanical gardens (floristic & faunistic surveys and research & development work relating to plant and animal sciences).
- e. Application of S & T for rural extension marketing and storage, inventory control and productivity enhancement, project implementation and scheduling, fabrication and construction of plant and equipment, design engineering services and technical consultancy.
- f. Post-graduate education and research in science/agriculture at universities and equivalent levels in engineering and technology.

Noting dated 12th November 1984 by Shri K.N. Johry, the then Head, ISC, CSIR

DG and Vice-President, CSIR may kindly see the O.M. issued by the Department of Science & Technology regarding simplification of administrative procedure for scientific departments - delegation of enhanced financial powers, in pursuance of the recommendations of the Scientific Advisory Committee to the Cabinet (SACC) on this subject. Copy of the Memorandum has been obtained from DST.

Among other recommendations, the Memorandum also provided delegation of powers to heads of scientific agencies i.e. DGSIR in the case of CSIR, for sanction of deputation for visits abroad of our scientists, subject to provision of specific budget for International travel and daily allowance. In case of International Conference/Symposia, the selection is subject to the guidelines approved by the SACC which provide also for a Screening Committee headed by the head of the agency for selections. The CSIR Laboratories do not have a separate budget head on 'International Travel/DA' which is met from normal TA and DA budget head. FA would be requested to bring these requirements of SACC to the notice of the Laboratories to provide for a separate budget head from 1985-86 and to provide details of Conference/Training in the budget proposals as far as possible in advance. The visits of CSIR scientists falling under the following broad categories, could be covered under the OM of DST/SACC for which the authority could be delegated to DG, CSIR for sanction of these deputations :

- a) Participation in Conferences/Symposia subject to guidelines approved by the SACC, which incidentally, are based mainly on CSIR guidelines.
- b) Visits under bilateral exchange/S&T programmes under which only International Travel is the responsibility of the CSIR/Lab., the local hospitality being met by bilateral partner.
- c) Training under Colombo Plan/UNDP projects/other bilateral technical assistance programme like NORAD, FRG funded projects.
- d) Equipment Training by firms supplying equipment as part of purchase agreement.

With regard to Screening Committee, proposals under (b) above are recommended by Departmental Committee and those under (a) would also be screened by the same Committee with effect from 1985-86. Until then and also to cover proposals under (c) and (d) above, a small committee consisting of (1) DGSIR as Chairman and (2) Head, ISC as Convener will be constituted with coopted members as and when necessary who will screen the proposals received from the Directors for approval.

In case of proposals in respect of CSIR Directors, the approval of Vice-President, CSIR will, however, continue to be obtained as this will also involve arrangement for Officiating Director. The following categories of visits will also continue to be put up for approval of the V.P. :

- a) Approval of CSIR Delegations for review and fresh protocol of bilateral programmes of CSIR.

- b) Nomination of CSIR nominee on other National Delegations constituted by MEA, DST etc.
- c) Other visits of CSIR scientists for any specific tasks of CSIR or other organizations.

Vice-President, CSIR may kindly see for approval of delegation of authority for sanction of deputation for categories included in paras 2(a) to (d) above subject to the guidelines approved by the SACC. Directors of National Laboratories will then be informed accordingly.

Sd/-
(K.N. JOHRY)
Head, ISC
November 12, 1984

DGSIR

Sd/-
(S. Varadarajan)
29.11.84

VICE-PRESIDENT

Sd/-
(Shivraj Patil)
29.11.84

Jt. Adviser (ISC)

A draft O.M. modifying the delegation of powers by DGSIR is placed below for kind approval.

Sd/-

Sd/-
(Mangal Parsad)
16.1.85

Jt. Adviser (ISC)

Discussed with DGSIR. We may issue as amended.

Sd/-
(K.N.Johry)
17.1.

D.S.(CO)

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Rafi Marg, New Delhi

No. 9(122)/85-E.II

Dated the 18th Jan., 1985

OFFICE MEMORANDUM

In pursuance of the decision of the Scientific Advisory Committee to the Cabinet (SACC) contained in the Department of Science & Technology Office Memorandum No. DST/JSF/17(3)(1)/83 dated 28th December, 1983, the Vice-President, CSIR has been pleased to delegate the power to sanction visits/deputation abroad of CSIR Scientists under the following categories to the DGSIR on the recommendation of the appropriate Screening Committees:-

- a) Participation in Conferences/Symposia.
- b) Visits under bilateral exchange/S&T programmes under which only International Travel is the responsibility of the CSIR Lab., the local hospitality being met by bilateral partner.
- c) Training under Colombo Plan/UNDP projects/other bilateral technical assistance programmes like NORAD, FRG funded projects.
- d) Equipment Training by firms supplying equipment as part of purchase agreement.

The following categories of visits will, however, continue to be put up for approval to the Vice-President, CSIR:-

- i) CSIR Delegations for review and fresh protocol of bilateral programmes of CSIR.
- ii) Nomination of CSIR nominees on other National Delegations constituted by MEA, DST etc.
- iii) Other visits of CSIR scientists for any specific tasks of CSIR or other organisations.

Sd/-
(MANGAL PRASAD)
DEPUTY SECRETARY

Copy to:

PS to Vice - President, CSIR
PS to DGSIR
SPA to Joint Secretary (Administration)
PS to FA
Head, ISC
Heads of all National Labs./Instts.
All officers and Sections in CSIR Headquarters

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
RAFI MARG, NEW DELHI - 110 001

No. 27/389/86-ISC.II

30th September 1994

To

The Directors of all National
Laboratories/Institutes of CSIR.

Sub: Delegation of powers to the Directors to approve of the revised dates of
short-term deputation already approved earlier by competent authority.

Sir,

I am directed to state that DGSIR has been pleased to decide that the Directors of CSIR Labs./Instts. may approve, without referring to CSIR HQRS any revision in the dates of short term visits of the duration not exceeding 90 days/3 months that may arise in respect of scientists upto the level of 'F' whose deputations have already been approved earlier by the competent authority in CSIR subject to the following conditions :-

- 1) The duration of the revised visit is the same as earlier approved by the competent authority.
- 2) Supporting documents of the host institution/organisation are produced consenting to the revised visits.
- 3) The revision of dates will not devolve any extra expenditure on CSIR.
- 4) The revised visits are undertaken within three months from the dates earlier approved by the CSIR.
- 5) In case revised visits are undertaken in the next financial year then provision of budget should be ensured at Laboratory level.
- 6) O.M. regarding revision of dates of visits should be issued before the departure of official concerned and a copy be endorsed to CSIR invariably alongwith reasons/justifications for the revision of dates of the visit.
- 7) The cases of scientists 'G' and above will continue to be referred to CSIR as before.

Yours faithfully,

Sd/-
(S.P. GERA)
DEPUTY SECRETARY

Copy to:-

1. The Joint Secretary (Admn.), CSIR HQRS., Rafi Marg, N.Delhi
2. Deputy Secretary (CO), (LA), (VIG), CSIR Hqrs., Rafi Marg, New Delhi.
3. The Head, Human Resource Development Group, CSIR HQRS., Rafi Marg, New Delhi.
4. Legal Adviser, CSIR HQRS., Rafi Marg, New Delhi.
5. Scientists of ISC Section, CSIR HQRS., Rafi Marg, New Delhi.

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

No. 27(470)/87-ISC.II

Dated :6.10.1989

From: Head, International Scientific Collaboration

To: Directors/Heads of all National Labs./Instts.

Subject Grant of Daily Allowance to the Scientists/ officials deputed abroad -
Revision of Rates.

Sir,

I am directed to invite attention to CSIR Circular letter No. 27/470/87-ISC.II dated 1.4.87 and to state that consequent upon revision of rates of daily allowance by the Reserve Bank of India, New Delhi, the DGSIR in consultation with Financial Adviser has been pleased to accord his approval to the revision of rates of daily allowance payable to the Scientists/officials deputed abroad w.e.f. 1.7.89 as given in Annex.I.

Accordingly all the Scientists/officials would now be eligible for daily allowance at the revised rates. The Scientists/officials who were already paid daily allowance at the rates mentioned in our Circular letter dated 1.4.87 during the period from 1.7.89 till date may be paid daily allowance at the new rates and difference paid in Indian currency at exchange rate prevalent at the time of their deputation.

The other terms and conditions regarding grant of daily allowance to the CSIR Scientists/officials being deputed abroad as contained in our Circular letter of even number dated 1.4.87 remain unchanged.

Yours faithfully,

Sd/-
(AMAR SINGH)
UNDER SECRETARY

Encl as above.

Copy to :

- 1) Reserve Bank of India, Foreign Exchange Control Department, New Delhi/Bombay.
- 2) Ministry of Finance, Department of Economic Affairs, New Delhi.
- 3) All Sr./Fin. & Accounts Officers of CSIR Labs./Instts.
- 4) PS to DGSIR
- 5) All officers/Sectional Heads of CSIR Hqrs.
- 6) All Dealing Assistants ISC Section.
- 7) Guard File.

REVISED RATES OF DAILY ALLOWANCE PAYABLE TO CSIR SCIENTISTS/ OFFICIALS DEPUTED ABROAD W.E.F. 1.7.89.

SCALE

	Countries	Special scale (per diem) US \$	General Scale (per diem) US \$
1.	<u>External Group-A</u> Saudi Arabia, Japan Kuwait & Nigeria	300	240
2.	<u>Group-B</u> U.A.E. Qatar, Sultanate of Oman, Bahrain, Western Hemisphere (including West Indies) U.K. Conti- nent of Europe, Iran, Libya, Algeria.	265	210
3.	<u>Group-C</u> Other Countries	215	185
4.	Bilateral Group	R 3,000/-	R 2,750/-

Terms and Conditions

- (1) Special scale (per diem) is admissible in the case of Directors of National Laboratories/Institute and Scientists in Directors' Grade and officers of equal or higher rank in CSIR Hqrs. In the case of other personnel belonging to First Grade officers (under TA Rules), the general (lower) scale will be admissible.
- (2) In case of persons below the level of First Grade (under TA rules) only 75% of the general rate will be allowed.
- (3) Where a Scientist or officer of CSIR is going abroad as part of team deputed by a public sector organisation or a publicity funded autonomous body like ADA and such organisation is bearing the full cost, he may be allowed the same rate as permitted by the organisation for its employees of corresponding rank.
- (4) General
 - (i) In case vouchers are produced in support of accommodation charges, these will be admitted subject to a maximum of 35% of the per diem rates, besides the entitlement of 65% towards expenses on food, tips, VAT, Service Charges, local travel and incidental expenses.

- (ii) In case the officer does not produce vouchers in support of accommodation charges, his claim will be limited to 80% of the entitled rates.
 - (iii) In case where the officer is provided free lodging alone, his claim will be limited to 65% of entitled rates.
 - (iv) In case where the officer is provided free boarding and lodging, his claim will be limited to 30% of the entitled rate. In addition, he will also be allowed the actual expenses incurred on hire of car, railway fare or air fare while travelling from one place of stay to another.
- (5) In case of trainees the following rates will be admissible :-
- (i) Where, training authorities do not provide the trainee with any DA, pocket money, scholarship or other cash assistance, the employee will be entitled to such accounts as may be authorised by RBI.
 - (ii) Where the training authorities provide any cash assistance by way of pocket money etc., the entitlement computed above will be reduced by the monetary benefit so received.

Where the employee is treated as guest, the entitlement towards miscellaneous expenses will be limited to the extent permitted by RBI.

**EXCHANGE CONTROL DEPARTMENT
NEW DELHI**

EC.DEL.TR.No. 2/B.16-89/90

Dated 1.7.1989

M/s. _____

REVISION IN RATES OF DAILY ALLOWANCE

Dear Sirs,

Please refer to the conditions given in the Annexure to the Blanket Permit/Cafex Permit No. _____ dated _____ for Rs. _____. The rates for maintenance allowance have since been revised. We append below the revised rates at which you may draw exchange for overseas tours commencing from 1st July 1989.

Yours faithfully,

Sd/-

p. Joint Controller

Encl: One Annexure as appended.

**ANNEXURE
SCALES FOR RELEASE OF EXCHANGE FOR FOREIGN TRAVEL**

Business

	Group of countries	Special scale (Per diem)	General scale (Per diem)	Wife accompanying husband (with no hospitality per diem)
<u>EXTERNAL GROUP</u>				
1.	Group A Saudi Arabia, Japan, Kuwait & Nigeria	U.S. \$ 300/-	U.S. \$ 240/-	U.S. \$ 60/-
2.	Group B U.A.E., Qatar,	U.S. \$ 265/-	U.S. \$ 210/-	U.S. \$ 55/-

	Sultanate of Oman, Bahrain, Western Hemisphere (including West Indies), U.K., Continent of Europe, Iran, Libya & Algeria.			
3.	Group C Other Countries	U.S. \$ 215/-	U.S. \$ 185/-	U.S. \$ 50/-
4.	Bilateral Group	Rs. 3000/-	Rs. 2750/-	Rs. 500/-
5.	Entertainment Allowance (Lump sum for all countries).	i) Special scale ii) General scale iii) Leader of Trade delegation approved by Govt. (whether expenses are met by Govt. or not).		US \$ 600/- US\$ 300/- US\$ 2250/-

G.I. Min. of External Affairs, Order No Q/FD/695/1/90 dated 28.3.1995

Revised Daily Allowance for Journeys to other countries

In supresession of this Ministry's Order No. Q/FD/695/1/90, dated 19th August, 1991 (SI No. 259 of Swamy's Annual, 1991) and subsequent orders on the subject, sanction of the President is accorded to the rates of Daily Allowance for journeys on duty in various countries as in the Annexure. The rates of Daily Allowance are the same throughout a country.

2. Admissibility of daily allowance for various officers as defined in SR 17 shall be as follows:-

- | | | | |
|-----|---|---|---|
| (a) | Officers drawing pay of Rs. 2,800 and above in the new pay scales | - | Full rates as indicated in the enclosed list. |
| (b) | Officers drawing pay of Rs. 1,100 and above but less than Rs. 2,800 | - | 75% of the prescribed rate |
| (c) | Officers drawing pay below Rs. 1,100 per month | - | 33% of the prescribed rate |

3. However, IFS (A) officers are treated as Grade I officers for T.A./D.A. purposes even if their pay is less than Rs. 2,800 per month.

4. The rates of daily allowance fixed for various grades of officers do not include any element towards cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the officer subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

5. As regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead panels of hotels have been drawn up for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel-room rentals (including service charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted daily allowance at the rate prescribed for his grade.

6. Hotel entitlement of officers going abroad all non-representational visits such as training courses or seminars shall be one step below their normal entitlement.
7. Where an officers is treated as STATE Guest and is provided meals free of cost, only 25% of the daily allowance rates shall be admissible to him.
8. No. reimbursement on account of tips, in addition to daily allowance, shall be admissible.
9. Where the hotel charges include breakfast charges, the daily allowance shall be reduced by 10%.
10. In the case of countries, where local currencies are freely convertible, the equivalent amount of prescribed DA in US dollar for the country concerned may be paid in the local currency. The local currency equivalent may be arrived at *via* Rupee, by using the official rates of exchange fixed by the Ministry from time to time. In the case of Missions where local currencies are not freely convertible, the prescribed DA for the country concerned may be paid in US dollars.

This issues with the concurrence of the Integrated Finance Branch *vide* their Dy. No. 399/Dir.(Fin)/95, dated the 27th January, 1995.

ANNEXURE

Sl. No.	Name of the Country	Daily Allowance (US \$)	Sl. No.	Name of the Country	Daily Allowance (US \$)
1.	Afganistan	72.50	26.	British Virgin Islands	50.00
2.	Albania	46.00	27.	Brunei	75.00
3.	Algeria	74.50	28.	Bulgaria	41.50
4.	American Samoa	49.50	29.	Burkina Faso	55.00
5.	Angola	75.00	30.	Burundi	50.00
6.	Anguilla	75.00	31.	Cameroon	75.00
7.	Antigua	75.00	32.	Canada	54.00
8.	Argentina	50.00	33.	Cape Verde Islands	50.00
9.	Argentina	56.00	34.	Cayman Islands	57.50
10.	Arminia	75.00	35.	Central African Republic	72.00
11.	Austria	63.50	36.	Chad	67.50
12.	Azerbaijan	75.00	37.	Chile	50.00
13.	Bahamas	75.00	38.	China	68.50
14.	Bahrain	51.00	39.	Colombia	50.00
15.	Bangladesh	56.00	40.	Comoros	58.50
16.	Barbados	74.50	41.	Congo	75.00
17.	Belgium	75.00	42.	Cooks Islands	51.50
18.	Belize	65.00	43.	Costa Rica	50.00
19.	Belarus	34.00	44.	Cuba	50.00
20.	Benin	72.00	45.	Cyprus	43.50
21.	Bermuda	75.00	46.	Czech Repulic	50.00
22.	Bhutan	*	47.	Denmark	75.00
23.	Bolivia	50.00	48.	Dijibouti	63.00
24.	Botswana	50.00	49.	Dominica	55.00
25.	Brazil	51.00	50.	Dominican Rep.	46.50

51.	Ecquador	50.00	104.	Luxembourg	61.50
52.	Egypt	50.00	105.	Macao	50.00
53.	El Salvador	50.00	106.	Madagascar	50.00
54.	Equatorial Ghinea	51.00	107.	Malawi	50.00
55.	Estonia	75.00	108.	Malaysia	50.00
56.	Ethiopia	50.00	109.	Maldives	49.00
57.	Fiji	50.00	110.	Mali	64.50
58.	Finland	75.00	111.	Malta	51.50
59.	France	60.50	112.	Martinique	75.00
60.	French Guyana	63.00	113.	Mauritania	50.00
61.	Gabon	75.00	114.	Mauritius	50.00
62.	Gambia	50.00	115.	Mexico	61.00
63.	Georgia	75.00	116.	Moldova	75.00
64.	Germany	74.00	117.	Monoaco	63.00
65.	Ghana	50.00	118.	Mongolia	50.00
66.	Greece	50.00	119.	Montserrat	67.50
67.	Grenada	61.50	120.	Morocco	50.00
68.	Guadalupe	75.00	121.	Mozambique	50.00
69.	Guam	60.00	122.	Mayanmar	50.00
70.	Guatemala	50.00	123.	Namibia	65.00
71.	Guinea	75.00	124.	Nauru	39.00
72.	Guinea Bissau	63.50	125.	Nepal	50.00
73.	Guyana	74.50	126.	Netherland	75.00
74.	Haiti	54.00	127.	Nether Antille	75.00
75.	Honduras	51.00	128.	New Calendonia	61.50
76.	Hong Kong	75.00	129.	New Zealand	68.50
77.	Hungary	50.00	130.	Nicaragua	75.00
78.	Iceland	50.00	131.	Niger	69.00
79.	Indonesia	50.00	132.	Nigeria	50.00
80.	Iran	75.00	133.	Niue	38.50
81.	Iraq	75.00	134.	Norway	74.50
82.	Ireland	64.00	135.	Oman	70.00
83.	Isreal	75.00	136.	Pacific Islands (Trust Territory)	74.00
84.	Italy	69.50	137.	Pakistan	50.00
85.	Ivory Coast	63.50	138.	Panama	50.00
86.	Jamaica	68.50	139.	Papua New Guinea	75.00
87.	Japan	75.00	140.	Paraguay	34.50
88.	Jordan	50.00	141.	Peru	50.00
89.	Kampuchea (Combodia)	43.00	142.	Philippines	50.00
90.	Kazakhstan	75.00	143.	Poland	50.00
91.	Kenya	50.00	144.	Portugal	50.00
92.	Kiribati	69.00	145.	Purerto Rico	37.50
93.	Korea (North)	56.00	146.	Qatar	61.00
94.	Korea (South)	75.00	147.	Reunion	51.00
95.	Kuwait	74.00	148.	Romania	75.00
96.	Kyrgyzstan	37.00	149.	Rwanda	55.50
97.	Loas	30.00	150.	Samoa	51.00
98.	Latvia	75.00	151.	Sao Tome & Principe	52.50
99.	Labanon	50.00	152.	Saudi Arabia	65.50
100.	Lesotho	50.00	153.	Senegal	61.00
101.	Leberia	75.00	154.	Seychelles	71.00
102.	Libya	54.00	155.	Sierra Leone	61.00
103.	Lithuania	52.00	156.	Singapore	55.50

157.	Slovak Republic	50.00	179.	Turkey	54.00
158.	Solomon Islands	49.00	180.	Turkministan	56.00
159.	Somalia	39.00	181.	Turks & Caicos	75.00
160.	South Africa	63.50	182.	Tuvalu	30.00
161.	Spain	74.50	183.	Uganda	75.00
162.	Sri Lanka	50.00	184.	U.A.E.	61.50
163.	St. Kitts & Nevis	64.00	185.	U.K.	75.00
164.	St. Lucis	59.00	186.	USA	75.00
165.	St. Vincent & Grenadines	53.50	187.	Russian Federation	75.00
166.	Sudan	75.00	188.	Ukraine	75.00
167.	Suriname	68.00	189.	Uruguay	41.00
168.	Swariland	50.00	190.	U.S. Virgin Islands	30.00
169.	Sweden	75.00	191.	Uzbekistan	75.00
170.	Switzerland	58.50	192.	Vanuatu	64.00
171.	Syria	75.00	193.	Venequela	50.00
172.	Tajikistan	57.50	194.	Vietnam	49.50
173.	Tanzania	54.50	195.	Yemen	64.00
174.	Thailand	50.00	196.	Yugoslavia	50.50
175.	Togo	63.50	197.	Wallis Futune Island	60.50
176.	Tonga	50.00	198.	Zaire	75.00
177.	Trinidad & Tobago	50.00	199.	Zambia	61.50
178.	Tunisa	48.00	200.	Zimbabwe	50.00

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
RAFI MARG, NEWDELHI-110001.**

No. 27/470/87-ISC.II

Dated : 28th January 1991.

From:

Head, Int'l. Scientific Collaboration
Council of Scientific & Industrial Research

To

All heads of National Laboratories/Institutes.

Sub:- Gradation of Officers for the purpose of payment of all inclusive D.A. and Cash Allowance for visits abroad on deputation.

Sir,

I am directed to invite your kind attention to this office circular letter of even number dated the 6th October, 1989 and D.O. No. 21(3199)/90-ISC.II dated 14th June, 1990 from DGSIR regarding rates of D.A. payable to CSIR Scientists/Officials deputed abroad and to state that DGSIR in consultation with F.A. has been pleased to approve as under :-

1. The gradation of officers for the purpose of admissibility of DA (this applies to paras 2, 3 & 4 below) on deputation abroad shall be as indicated in the MEA, GOI Order No. Q/FD/695/1/85 dated the 1st January, 1990 (Copy enclosed) i.e.
 - a) Officers drawing pay of Rs. 2800 and above in the new pay-scales - Full rates
 - b) Officers drawing pay of Rs. 1100 and above but less than Rs. 2800 - 75% of the prescribed rates.
 - c) Officers drawing pay below Rs. 1100 p.m. - 33% of the prescribed rates.
2. Payment of DA/Cash Allowance for attending Conferences/ Seminars/ Symposia/ Workshops etc. held abroad will be regulated as per the rates in the Annexure attached with the MEA letter dated 1st January 1990 or as may be modified by MEA

from time to time. As regards accommodation (hotel rentals) the guidelines mentioned in DGSIR's D.O. dated 14th June 1990 shall apply.

3. Payment of DA (all inclusive) for attending Training Programmes including equipment training will be in accordance with the rates approved by RBI from time to time. The existing rates are as follows :

- i) for training upto 15 day - US \$ 150 per day
- ii) From 16th day to 30th day - US \$ 125 per day
- iii) Beyond 30th day upto 6 months - US \$ 100 per day
- iv) Beyond 6 months - Flat rate of US \$ 1500 per month.

4. Payment of DA for other deputations abroad not covered under paras 2 and 3 above will be in accordance with the rates as mentioned in CSIR Circular No. 27/470/87-ISC.II dated the 6th October, 1989 (Copy enclosed).

Yours faithfully,

Sd/-
(Surender Nath Rai)
Under Secretary

Encl: As above.

**RESERVE BANK OF INDIA
Exchange Control Deptt.
6, Sansad Marg,
New Delhi-110001.**

No. EC.DEL.ST./201/Misc./93-94

Dated:24th February, 1994

Shri C.R. Das
Section Officer,
Council of Scientific & Industrial Research,
Rafi Marg, New Delhi-110001.

Dear Sir,

Admisibility of RBI rate of foreign exchange in case of persons deputed abroad for purpose of training.

Please refer to your letter No. 27/470/87-ISC II dated 21-2-94 on the captioned subject. In this connection we advise that the specialised training scales allowed by RBI to all private/public companies and Govt. of India undertakings are as under. However, these scales are applicable only in cases where no hospitality is provided to the trainees abroad.

1. First 60 days not exceeding US \$ 200/- per diem
2. Next 120 days not exceeding US \$ 150/- per diem

For subsequent period not exceeding US \$ 75/- per diem

Yours faithfully,

Sd/-
Joint Controller.

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
RAFI MARG, NEWDELHI - 110001.**

No. 27/470/86-ISC.II

Dated the 10th August, 87.

From:

Head, International Sc. Collaboration,
Council of Scientific & Industrial Research

To:

The Directors of all National Labs./Instts.

Sub:- Grant of Entertainment allowance to Leaders of Delegation on
deputation abroad.

Sir,

I am directed to state that the Governing Body in its meeting held on 27th April, 1987 has approved that the "leader of a delegation" going abroad may be permitted to incur expenditure on entertainment upto a ceiling of US \$ 250 (for all countries). This ceiling may be regulated from time to time according to the circulars issued by the Reserve Bank of India.

Yours faithfully,

Sd/-
(D.S. SETHI)
UNDER SECRETARY

Copy to:-

1. Controller, Exchange Control Department, Central Office, Reserve Bank of India, Bombay - 400023.
2. Exchange Control Department, Reserve Bank of India, New Delhi.
3. Ministry of Finance, Department of Economic Affairs, EC Section, North Block, New Delhi.

Sd/-
UNDER SECRETARY

Conferences, Symposia, Workshop - Proforma for Deputation Abroad

Council of Scientific & Industrial Research

International Science & Technology Affairs Directorate

PART A: GENERAL INFORMATION

(Part A&B to be filled by the Applicant)

1. Name of the National Laboratory/Institute :
2. Name of the Candidate :
3. Designation :
4. Basic Pay & Scale of Pay :
5. Date of Birth :
6. Date of Joining the CSIR :
7. Nature of Employment : ☐ Permanent ☐ Probation ☐ Temporary
☐ Contract ☐ Any other (Specify): .
8. If on Probation or on Contract, :
Please state the period of probation
or contract
9. Area of Current Operation :
(Name the projects)
10. Educational Qualifications

11. List of major R&D publications during :
the last 3 years (Attach sheet if necessary)

PART B : INFORMATION ABOUT THE CONFERENCE/ SYMPOSIUM/

WORKSHOP

1. Title of the Conference/Symposium/Workshop :

a) Venue :

b) Period of the event :

c) Period of Connected Excursion Visits (if any) :

d) Purpose of visit :

☐ Chairman

☐ Keynote Speaker

☐ State-of-the-art-rapporteur

☐ Panelist

☐ Presenting a paper as

☐ Any other (Specify)

(a) (Author/Co-Author)

(b) Oral/Poster

2. Relevance of the theme to the laboratory's thrust area or emerging area or project.

3. Whether the conference is sponsored by recognised academic bodies or professional institutions.

4. Whether the conference figures in the approved list of the laboratory/institute ☐ Yes ☐ No

5. Particular of any additional visit(s):

a) Purpose :

b) Justification :

c) Sponsorship :

6 Visits Abroad during last 3 years
(use additional sheets, if necessary)

Countries Visited	Period	Purpose
-------------------	--------	---------

7 Whether the reports on above visits were submitted? ☐ Yes ☐ No

8 If yes, provide Reference & Report on the Follow-up and utilization of your previous visit(s) :

Date

Signature of the Applicant

PART C : FUNDING ARRANGEMENT

(to be filled-in by the authorised representative of the Laboratory)

	<i>Requested from Lab/ CSIR</i>	<i>Committed by the Hosts/others</i>
(a) International Airfare (Rs.) :		
<i>Conference/Symposium :</i>		
<i>Associated Visits :</i>		
(b) Internal Travel <i>(provide details)</i> :		
(c) Other expenses :		
Registration Fee :		
Cash allowance ¹ :		
<i>@ US \$ for Days</i>		
Accommodation ¹ :		
<i>@ US \$ for Days</i>		
Part Cash Allowance ² :		
<i>@ US \$ for Days</i>		
All inclusive DA ³ :		
<i>@ US \$ for Days</i>		
Total	US \$.	US \$

Ratio of the external funding to the total Expenses%

Availability of Funds ☐ Yes ☐ No
(be Certified by FAO/COA/Director)

Whether Covered under the existing ☐ Yes ☐ No
 guidelines from the Administration Angle?
(Age, Service, Duration of absence etc.)

¹ Usual package for Participation in Conference/Symposia/Workshop

² Admissible when hospitality is provided in kind

³ For additional visit, if the total expenses to be met by the CSIR/laboratory

Whether all documents referred in
the checklist Part D are being forwarded?

☐ Yes

☐ No

Remarks, if any :

Date:

*Name & Signature of the authorised
representative of the laboratory
Designation*

Director's Recommendation

-
1. I recommend/*do not recommend* the visit * :
 2. Justification, (*in case if DG/and or VP CSIR's special consideration is requested*)

Date:

Signature of Director

PART D : SUPPORTING DOCUMENTS

(Below given is a check list to serve as an aid to certify of the the completeness of the application. Please help us avoid embarrassment resulting from time consuming and wasteful correspondences, expensive telephone calls and unacceptable delays by marking appropriately.)

For Conference (Please ✓ tickmark)

Reference

- | | |
|---|--------|
| <input type="checkbox"/> Letter of Invitation | Flag A |
| <input type="checkbox"/> Conference Brochure with | Flag B |
| Registration Fee Details | |
| <input type="checkbox"/> Accomodation cost/details..... | Flag C |
| <input type="checkbox"/> Acceptance of the paper..... | Flag D |
| <input type="checkbox"/> External Funding | Flag E |
| (Attach relevant documents) | |
| <input type="checkbox"/> Funding from CSIR/Laboratory..... | Flag F |
| (Attach a certificate on availability of
funding from Laboratory Administration/
Finance) | |

For Additional Visit(s)

- | | |
|---|--------|
| <input type="checkbox"/> Invitation Letter(s) | Flag G |
| <input type="checkbox"/> Funding Arrangement(s) | Flag H |
| (Attach relevant documents) | |

For use in the CSIR Head Quarters

Guidelines for participation in Conferences/Symposia/Workshops

1. Completeness of the application is an essential pre-requisite to its prompt disposal.
2. External Funding is usually the pointer to of the importance attached by the organisers to the applicants participation. Normally 50% or more of the total expenditure is expected to come from sources outside the CSIR system, and the balance funding can be considered by CSIR/concerned Lab, depending on the merit of the case.
3. Full funding from CSIR can also be considered in exceptional cases, once in 3 years: if a scientist is invited to perform an important function e.g. such as chairing an important technical session or delivering a lead lecture. In such cases the concerned laboratory will be required to support the visit from the its own budget.
4. A minimum of 2 years of service in the CSIR System is required before a scientist could nominated for a conference. Exceptional cases without adequate justification (by the Director of the laboratory) would not be considered.
5. Paper submitted for Conference should have been formally accepted by the organisers.
6. Scientists are normally eligible for Cash Allowance, Accomodation costs at actual rates and Registration fee for participation in a Conference etc. In case Registration fee covers part of the boarding expenses, the cash allowance is to be accordingly reduced, as per the guidelines.
7. If hospitability is provided by the hosts, only registration fee and Part Cash Allowance will be admissible, as per the existing rules.
8. All inclusinve DA will be admissible only for the approved visits undertaken in conjunction with the conference, workshop etc.
9. Rates of Cash Allowances applicable for different countries can be obtained from ISTAD office, if not already available in the laboratories.

Council of Scientific & Industrial Research

International Science & Technology Affairs Directorate

1. Name of the National Laboratory/Institute :
2. Name of the Candidate :
3. Designation :
4. Basic Pay and Scale of Pay :
5. Area of Current Operation :
(Name the projects)
6. Educational Qualifications :
7. Date of Birth :
8. Date of Joining the CSIR :
9. Nature of Employment :
☐ Permanent ☐ Probation ☐ Temporary ☐ Contract
☐ Any other (Specify):
10. If on Probation or on Contract, :
Please state the Period of Probation
or Contract
11. Subject / Area of training course :
12. Purpose & technical details of training :

Place :

Sponsors

:

Duration

:

13. Is the training facility available in India? ☐ Yes ☐ No
14. Justification for the proposed training: :
15. Professional background related to the area of the proposed training :
16. Details of earlier visits for training (if any) :
17. If trained earlier, ☐ Yes ☐ No
Whether the report was submitted?
If yes, when? Ref & Date of submission of the Report(s)
18. Is training provided in the purchase order? :
(If yes, a photocopy of the purchase order is desirable) :

Funding Arrangement

CSIR

Supplier/Manufacturer/
/Agent

Airfare (Rs.)

Internal Travel (Rs.)

Daily Allowance

Other Expenses (if any)

Total

Certificate by the Authorised Representative of the Laboratory

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The funding arrangement is as per the purchase order, and is covered under the financial guidelines | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | The proposal is also covered from the administrative angle e.g./age, length of service etc. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Is a bond to be executed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | If the case is not covered under guidelines, justification remarks on departure from guidelines, if any | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Date

Name & Signature of the
authorised representative of
the laboratory

Endorsement by the Director

Bilateral Programmes of CSIR and Collaborative Projects

International Science & Technology Affairs Directorate

Council of Scientific & Industrial Research

PART A: To be filled by the Applicant

1. (a) Name of the country to be visited :
- (b) Item No. of the Programme/Work Plan :
- (c) Title of the item :
2. Name of the Labs./Instts :
3. (a) Name of the Candidate :
(in block capitals)
- (b) Designation, Basic Pay &
Scale of Pay
- (c) Date of Birth :
- (d) Date of appointment in CSIR :
- (e) Whether permanent/ temporary :
4. Educational Qualifications :
5. Knowledge of any foreign language other :
than English

6. (a) List of Publications to be attached indicating :
I. Title of the paper
II. Names of the co-authors, if any
III. Name of the Journal &
IV. Page, volume, month & year of publication.

(Please do not include abstracts).

(b) Patents :

(c) Books :

7. Occupational/Professional Experience with :
specific achievements.

8. Details of study/training under collaborative :
project

a) Details of the collaborative works/study to be
undertaken abroad

b) How it is related to the project at your
Labs./Instts.

c) How the study/training proposed will
benefit the project at the Labs/Instt.

d) Indicate the name & address of the Institutions in the host country where the candidate would like to work.

e) List of additional Institutions/University(ies) to be visited along with the duration of stay at each place.

Sr.No.	Name of Instt.	Duration
--------	----------------	----------

f) Proposed visit.

I Duration (in days including travel time):

II. From:- To:-

9. (a) Has the candidate been abroad before for study/training. If so, please furnish the following information:-

Duration & year of visit	Purpose of visit(s) & programme(s) under which visit(s) was/were made	Countries visited
--------------------------	---	-------------------

- (b) Has the candidate submitted the reports of the above visits? If so, reference number. If not, reasons thereof.

Dated:

Signature of the Scientist/
Candidate

Place:-

PART B: To be filled by the Director

1.
 - (a) Is the project in the priority area?
 - (b) Programme of the Institute for expansion/
establishment of facility in the area
of the visit.
 - (c) Exchanges so far under this item;
 - (I) Visits of your scientist
[Please indicate name(s) and period(s)]
 - (II) Visits of their Scientists to your
Lab./Instt.
 - (d) Up-to-date progress on the implementation
of this item alongwith justification for the
present proposal keeping in view (c) above.
 - (e) If there have been no exchanges so far,
collaborative work envisaged
under the programme may be
indicated :
 - i. Objectives

ii. Time frame

iii. Sharing of work

iv. Future exchanges envisaged

2. (a) Has the candidate been sponsored previously under this collaborative project/ programme; If so, give details of the work done and follow up action.

(b) Follow up action on the recommendation/ work done by the Scientist during his previous visit/visits abroad.

3. Has the candidate been sponsored for training/visit abroad under any other programme? If so, give details.

4. Order of priority with reference to other candidates being sponsored under the same programme/item.

5. Certified that the particulars furnished by the scientist/candidate are correct & provision for expenditure on travel has been made in the Budget of the Lab./Instt.

Dated:-

Place:

Signature of the Director

Application for grant of Sabbatical Leave/EOL/Study Leave/ Special Leave abroad.

Council of Scientific & Industrial Research

International Science & Technology Affairs Directorate

1. Name of the Laboratory
2. (a) Name of the Candidate :
- (b) Designation :
- (c) Present Salary & Scale of Pay :
- (d) Date of Birth :
- (e) Date of appointment in CSIR and post :
- (f) Whether Permanent/ Temporary/ On contract:
3. Educational Qualifications:
4. Particulars of Assignment/ Fellowship/Scholarship etc. including Place:
5. Salary/Emoluments/Scholarships/ Fellowships/Stipend:

6. Name of the Sponsors/Organisation/
University/Nodal Ministry

7. How the Assignment/Fellowship/
Scholarship materialised

8. Nature of Leave required and
duration (indicate the period with
dates)

(a) Whether it is extension of leave:

9. Details of Funding	CSIR	Others
-----------------------	------	--------

(i) Air fare

(ii) Subsistence

10. Details of EOL/Study leave/
Special leave/Sabbatical leave
availed of during last 6 years.

11. Has the candidate been abroad
on Deputation/Foreign Service
Terms for any Assignment/
Collaborative project work etc.

12. Whether still under any bond for Deputation/EOL/Study/Special leave availed earlier.
13. Proposed date of departure from India

Date:

Signature of Candidate

Director's Certificate/ Recommendation

14. (a) Is the proposal covered under the approved CSIR guidelines 1996.

(b) Specific recommendation of the Director:

(c) Is the post held by the official in CSIR proposed to be filled during his stay abroad?

☐ Yes

☐ No

(d) Certified that the particulars furnished by the candidate are correct and provision for travel expenditure has been made in the budget of the lab./Instt.

Date:

Signature of Director

Place:

*Application for partial travel grant for attending Seminar/Symposium/Conference abroad
(To be submitted to CSIR 10 weeks prior to date of departure)*

Council of Scientific & Industrial Research

International Science & Technology Affairs Directorate

(For Regular Employees Only)

1. Name :
2. Designation :
3. Educational Qualification :
4. Date of Birth :
5. Experience :

6. Organisation in which employed

7. Area of Specialization

8. Publications (Please enclose list)

9. Membership of National and International bodies

10. Name of Conference/Seminar/Symposia

11. Date/Venue of the Conference/
Seminar/Symposia
12. Sponsor of the Conference/
Seminar/Symposia
13. Whether it has ICSU (Inter-
national Council of Scientific
Union) affiliation?
14. Whether paper submitted/
accepted? (Enclose copy of
acceptance letter alongwith
its abstract)
15. Anticipated expenditure for
participation
 - a) Air Travel
 - b) Registration Fee
 - c) Local Expenses
 - d) Others, if anyTotal
16. Amount of financial assistance,
if any, provided by : (Please enclose
supporting documents)
 - a) Parent Organisation
 - b) Organisers of the Conf.
 - c) DST
 - d) INSA
 - e) OthersTotal

17. How the difference between 15 & 16 above is proposed to be met
18. Registration Fee (if waived, please enclose supporting documents)
19. Whether organisers are paying International fare/local hospitality? (Please enclose supporting documents)
20. Please indicate whether any of the CSIR Lab./Instt.is working in the same area
21. Purpose of visit and its possible impact in the Indian context (within 250 words)
22. Whether any financial assistance received from CSIR for participation in any Conference/Seminar/Symposia etc. abroad during last three years?
If yes, give details as under
 - a) Name(s)
 - b) Date(s)
 - c) Place(s)

d) Sponsorer(s)

e) Amount of grant

f) Report submitted

I undertake to prepare and submit to CSIR a detailed State-of-the-art Report and highlights on the subject of the Conference immediately on return and furnish any clarification as and when required by CSIR.

Date:

Signature of Applicant

Date:

Signature of the Employer
(with Seal)

Note:

1. Please ensure that all documents as indicated are enclosed with the application form. Incomplete applications will be rejected without any further correspondence.
2. Application should be forwarded through the Employer/Head of the office. Application received directly will not be entertained.
3. Application should be submitted atleast 10 weeks ahead of the scheduled date of the Conference.
4. If you receive any additional financial commitment/information after submission of this application, kindly inform CSIR.
5. CSIR has a chain of National laboratories/institutions all over India. Please ascertain and indicate the name of CSIR lab./instt. concerned with Conference in column No. 20.

*Proforma for Submission of Report by Scientists Deputed Abroad.***Council of Scientific & Industrial Research****International Science & Technology Affairs Directorate***(The report must reach ISTAD, CSIR, within two weeks of return from Deputation)*

1. Name of the Laboratory :
2. Name of the Candidate :
3. Designation :
4. Period of visit :
5. Country/Countries visited with dates :
6. Purpose of Visit :
7. Who sponsored the visit? :
8. Programme under which deputed
(Indicate Collaborative Project, If any) :
9. Expectations before the visit
(Please attach separate sheet, if necessary) :

10. Degree of realisation of expectation after the visit. :
11. Specific Knowledge/Information acquired :
12. Impact of acquired knowledge on your work :
13. How your acquired knowledge/skill would benefit your institute and the Indian industries :
14. Major contacts made (*provide full address/ telephone & fax numbers*) :
15. Point-wise highlights of the visit with emphasis on S&T aspects and Recommended Follow up (*Please also attach a full length of the report for conferences, include organisers with addresses, duration of conference, different sessions etc.*) :
16. Specific Recommendations :
- (a) *For consideration at the Laboratory Level*

(b) For consideration at the CSIR Level

17. Indicate R & D institutions within and outside CSIR:
and also industries who may find this report useful.
Give complete names of the organisations please.

18. Give atleast 10 key-words for your report.

Date

Signature of the Scientist

Remarks of the Director

Date

Signature of the Director

Place:

(For Deputation for Conference/Symposia/ Workshop etc.)

No. _____ Name of the Laboratory/Instt. _____

Date: _____

OFFICE MEMORANDUM

Sub:- Deputation abroad ofto
(Name of the Scientist/Officer) (Name of the Country or Place)

The Vice-President, Council of Scientific & Industrial Research has been pleased to accord approval to the deputation of (indicate name of the scientist, designation, country to be visited, period involved - excluding to and fro travel time - purpose of visit) in pursuance of the CSIR Order No. _____ dated _____

The following terms and conditions will govern the deputation of

1. He/She will be treated as on deputation for the above period plus to and fro travel time on full pay. He/she will be paid his/her salary in rupees in India.
2. He/she will be treated as on tour from the place of duty to the port of embarkation in India and back.
3. Any expenditure connected with his/her deputation abroad e.g. passport, visa, medical certificate and airport taxes etc. will be reimbursed to him/her by the (Name of the Lab/Instt.)
- * 4. The expenditure on his/her international air-travel by economy class to and fro will be borne by _____ whereas his/her stay expenses in that country will be looked after by the host country. The excursion ticket will be used wherever available.
or
He/she will be entitled to :
 1. CA @ US \$ _____ per day for _____ days in _____
(Name of the Country/ Place)
 2. Accommodations charges @ _____ per day for _____ days in _____ subject to production of receipt.
 3. Registration fee _____ subject to production of vouchers/receipts from hosts.
 4. Internal travel charges _____ in _____.

* Whichever is applicable

5. He/she will be allowed to carry excess baggage of 5 kg of official records over and above the luggage allowed free by the Airlines at the expenses of CSIR (Lab/Instt.).
6. He/she will be governed by the relevant provisions of medical attendance/treatment rules as contained in Ministry of External Affairs Circular letter No. Q(GA)/653/1/74 dated 5.3.79 while on deputation abroad.
7. He/she will submit a report of his/her visit abroad within four weeks on his/her return to India.
8. No extension of deputation will normally be considered.
9. He/She is required to be careful with regard to disclosing of any sensitive information to unauthorised persons during his/her stay abroad.

The Vice-President, CSIR has further been pleased to grant Dr./Sh. /Mrs. _____ leave due and admissible/causal leave for _____ days from _____ to _____ for which no per diem allowance would be given to him/her.

Dr./Sh. /Mrs. _____, the senior most Scientist in the Lab. /Instt. / Centre will look after the duties of the Director, (name of the Lab./Instt.) in addition to his own duties in the absence of Dr./Shri _____'s visit abroad without any extra remuneration. He will exercise all administrative & financial powers except disciplinary ones vested in the office of the Director of Instt./Lab.

Min. of External Affairs, New Delhi vide Letter/OM No. _____ dated _____ have also cleared the visit of Dr. /Sh. Mrs. _____ to _____ from political angle.

Signature of the A.O./C.O.A

Dr./Shri

Copy to :-

1. The Senior Finance & Accounts Officer
- ** 2. The Reserve Bank of India, Exchange Control Department,

* wherever so sanctioned

** wherever required i.e. where CSIR is meeting full or part expenses of visit.

It is requested that the foreign exchange as detailed below in addition to the foreign exchange admissible for personal expenses may kindly be issued in favour of Dr./Shri

- (a) Cash allowance @ US \$ per day for days in
(b) Accommodation Charges @ per day _____ for _____
days.
(c) Registration fee of _____
(d) Internal travel charges _____
3. The Director, NISCOM, New Delhi
 4. The Director, NISTADS, New Delhi
 5. ISTAD, CSIR Hqrs., Rafi Marg, New Delhi (2 copies) w.r. to CSIR
telex/fax No. _____ dated _____.
 6. Scientist-in-Charge, Manpower Div., CSIR Complex, New Delhi - 12
 7. Embassy/High Commission of India in _____ }By beg

Signature of the A.O/C.O.A

(For Deputation for Adhoc Visits)

Name of the Laboratory/Instt.

No.

Date:

OFFICE MEMORANDUM

Sub:- Deputation abroad ofto
 (Name of the Scientist/Officer) (Name of the Country or Place)

The Vice-President, Council of Scientific & Industrial Research has been pleased to accord approval to the deputation of (indicate name of the scientist, designation, country to be visited, period involved - excluding to and fro travel time - purpose of visit in pursuance of the CSIR Order No. _____ dated _____ .

The following terms and conditions will govern the deputation of

1. He/She will be treated as on deputation for the above period plus to and fro travel time on full pay. He/she will be paid his/her salary in rupees in India.
2. He/she will be treated as on tour from the place of duty to the port of embarkation in India and back.
3. Any expenditure connected with his/her deputation abroad e.g. passport, visa, medical certificate and airport taxes etc. will be reimbursed to him/her by the (Name of the Lab/Instt.)
4. The expenditure on his/her international air-travel by economy class to and fro will be borne by _____ whereas his/her stay expenses in that country will be looked after by the host country. The excursion ticket will be used wherever available.

or

He/she will be entitled to all inclusive Daily allowance @ US\$ _____ per day for _____ days subject to qualification as stipulated in this office letter No. 27(470)/87-ISC.II dated 6.10.1989 to be borne by (Name of Labs/Instts.)

- * 5. He/she will be allowed to carry excess baggage of 5 kg of official records over an above luggage allowed free by Air India Co. at the expenses of CSIR (Lab/Instt.).
6. He/she will be governed by the relevant provisions of medical attendance/treatment rules as contained in Ministry of External Affairs Circular letter No. Q(GA)/653/1/74 dated 5.3.79 while on deputation abroad.
7. He/she will submit a report of his/her visit abroad within four weeks on his/her return to India.
8. No extension of deputation will normally be considered.
9. He/She is required to be careful with regard to disclosing of any sensitive information to unauthorised persons during his/her stay abroad.

The Vice-President, CSIR has further been pleased to grant Dr./Sh. /Mrs. _____ leave due and admissible/causal leave for _____ days from _____ to _____ for which no per diem allowance would be given to him/her.

Dr./Sh. /Mrs. _____, the senior most Scientist in the Lab. /Instt. / Centre will lookafter the duties of the Director _____ in addition to his own duties during the above period of Dr./Shri _____'s visit abroad without any extra remuneration. He will exercise all administrative & financial powers except disciplinary on vested in the office of the Director of Instt./Lab.

Min. of External Affairs, New Delhi vide Letter/OM No. _____ dated _____ have also cleared the visit of Dr. /Sh./Mrs. _____ to _____ from political angle.

Signature of the A.O./C.O.A

Dr./Shri

Copy to :-

1. The Senior Finance & Accounts Officer
- ** 2. The Reserve Bank of India, Exchange Control Department,

* wherever so sanctioned

** wherever required i.e. where CSIR is meeting full or part expenses of visit.

It is requested that the foreign exchange as detailed below in addition to the foreign exchange admissible for personal expenses may kindly be issued in favour of Dr./Shri

- Daily allowance @ US \$ per day for days in
3. The Director, NISCOM, New Delhi
 4. The Director, NISTADS, New Delhi
 5. ISTAD, CSIR Hqrs., Rafi Marg, New Delhi (2 copies) w.r. to CSIR
telex/fax No. _____ dated _____.
 6. Scientist-in-Charge, Manpower Div., CSIR Complex, New Delhi - 12
 7. Embassy/High Commission of India in _____ }By bag

Signature of the A.O/C.O.A

(For Deputation under Bilateral Exchange Programme)

Name of the Laboratory/Instt.

No.

Sub:- Deputation abroad of.....to
 (Name of the Scientist/Officer) (Name of the Country or Place)
 under Bilateral Exchange Programme.

The Vice-President, Council of Scientific & Industrial Research has been pleased to accord approval to the deputation of (indicate name of the scientist, designation, country to be visited, period involved - excluding to and fro travel time - purpose of visit and name of the bilateral exchange programme) in pursuance of the CSIR Order No. _____ dated _____

The following terms and conditions will govern the deputation of

1. He/She will be treated as on deputation for the above period plus to and fro travel time on full pay. He/she will be paid his/her salary in rupees in India.
2. He/she will be treated as on tour from the place of duty to the port of embarkation in India and back.
3. Any expenditure connected with his/her deputation abroad e.g. passport, visa, medical certificate and airport taxes etc. will be reimbursed to him/her by the (Name of the Lab/Instt.)
4. The expenditure on his/her international air-travel by economy class to and fro will be borne by whereas his/her stay expenses in that country will be looked after by the host country. The excursion ticket will be used wherever available.
- * 5. He/she will be entitled to a months salary in advance recoverable in three monthly instalments subject to production of surety from permanent Govt. /Council servant if he/she is temporary.
- ** 6. He/she will execute a bond with the Council before proceeding abroad to serve it for a period of three years on his/her return from abroad.

* applicable in case the deputation is for more than a month

** applicable in the case of scientists not declared permanent

7. He/she will be governed by the relevant provisions of medical attendance/treatment rules as contained in Ministry of External Affairs Circular letter No. Q(GA)/653/1/74 dated 5.3.79 while on deputation abroad.
8. He/she will submit a report of his/her visit abroad within four weeks on his/her return to India.
9. No extension of deputation will normally be considered.
10. He/She is required to be careful with regard to disclosing of any sensitive information to unauthorised persons during his/her stay abroad.

The Vice-President, CSIR has further been pleased to grant Dr./Sh./Mrs,
 _____ leave due and admissible/ _____ for _____ days from

(EOL/Dies-non etc.)

to _____ for which no per diem allowance would be given to him/her.

Signature of A.O. /C.O.A

Dr./Shri

Copy to :-

1. The Senior Finance & Accounts Officer
2. NISCOM, New Delhi.
3. The Director, NISTADS, New Delhi
4. ISTAD, CSIR Hqrs., Rafi Marg, New Delhi (2 copies) w.r. to CSIR
 telex / fax No. _____ dated _____.
5. Scientist-in-Charge, HRD, CSIR
6. Embassy of India in }
7. High Commission of India in } BY BAG
 Bilateral country concerned.

Signature of the A.O./C.O.A

* to be included wherever applicable

(Training)

Name of the Laboratory/Instt.

No.

Date:

OFFICE MEMORANDUM

Sub:- _____

The Vice-President, Council of Scientific & Industrial Research has been pleased to accord approval to the deputation of Dr./Shri _____ to visit _____ for a period of _____ plus to and fro travel time to take up _____

in pursuance of the CSIR Order No. _____ dated _____

The following terms and conditions will govern his deputation :-

1. He/She will be treated as on deputation on full salary during the period of his training/visit abroad plus to and fro travel time. Salary will be paid in rupees in India.
2. He/she will be treated as on tour from the place of duty to the port of embarkation in India and back.
3. M/S (name of the organisation/supplier/manufacture) / CSIR would meet his to and fro travel cost. Daily Allowance shall be as specified in Para 3.2.6 of the Guidelines.
4. Any expenditure connected with the preparation for his deputation abroad viz. passport, visa, medical certificate etc. will be reimbursed by CSIR (Lab/Instt.).
5. He/she will be governed by the relevant provisions of medical attendance/treatment rules as contained in Ministry of External Affairs Circular letter No. Q(GA)/653/1/74 dated 5.3.79 while on deputation abroad.

6. He/she will execute a bond with the Council before proceeding abroad to serve it for a period of on his/her return from abroad.
8. He will submit a report of his/her visit abroad within four weeks on his return from abroad.
9. No extension of deputation will normally be considered.
10. He/She is required to be careful with regard to disclosing of any sensitive information to unauthorised persons during his/her stay abroad.

The VP, CSIR has further been pleased to grant earned leave for _____ days from _____ to _____ in conjunction with his deputation without any cost to CSIR.

Signature of the A.O./C.O.A

Dr./Shri/Smt. _____

Copy to :-

1. The Sr. Finance & Accounts Officer
- * 2. The Reserve Bank of India, Exchange Control Department, _____. It is requested that the foreign exchange as detailed below in addition to the foreign exchange admissible for personal expenses may kindly be issued in favour of Dr./Shri _____

3. Daily allowance @ US \$ _____ per day for _____ days in _____.
ISTAD, CSIR Hqrs., Rafi Marg, New Delhi (4 copies) w.r. to their telex No. _____ dated _____.
4. The Director, NISTADS, New Delhi.
5. Embassy of India in _____

BY BAG

Signature of the A.O./C.O.A

* wherever required i.e. where CSIR is meeting full or part expenses of visit.

**Name of the Laboratory/Instt.
(Consultancy Assignment)**

No.

OFFICE MEMORANDUM

Sub:- Deputation of _____ to visit _____
(Name of the Scientist/Officer) (Name of the Country or Place)
for _____ to take up consultancy assignment under _____.
(No. of Days) (Name of the Host.)

The Vice-President, Council of Scientific & Industrial Research has been pleased to accord approval to the deputation of Dr./Shri _____ to visit _____ for a period of _____ plus to and fro travel time to take up consultancy assignment in _____ in pursuance of the CSIR Order No. _____ dated _____

The following terms and conditions will govern his deputation :-

1. He/She will be treated as on deputation on full salary during the period of his training/visit abroad plus to and fro travel time. Salary will be paid in rupees in India.
2. He/she will be treated as on tour from the place of duty to the port of embarkation in India and back.
3. All expenditure including to and fro air travel will be borne by (Name of the Lab./Instt.).
4. Any expenditure connected with preparation for his deputation abroad viz. passport, visa, medical certificate etc. will be reimbursed by CSIR (Lab / Instt.).
5. The honorarium/fee of _____ to be received by _____
_____ from _____ will/will not be
subect to operation of SR - 12.

6. He will submit a report of his/her visit abroad within four weeks on his return from abroad.
7. He/She is required to be careful with regard to disclosing of any sensitive information to unauthorised persons during his/her stay abroad.

Signature of the A.O./C.O.A.

Dr./Shri/Smt. _____

Copy to :-

1. The Senior Finance & Accounts Officer
2. Scientist - in Charge, Manpower Division, CSIR
3. ISTAD, CSIR Hqrs., Rafi Marg, New Delhi (2 copies) w.r. to their
telex/fax no. _____ dated _____.
4. Indian High Commission, BY BAG

Signature of the A.O./C.O.A.

(Assignment)

Name of the Laboratory/Instt.

No.

Date

OFFICE MEMORANDUM

Sub:- Release of Dr./ Shri. _____ for an assignment with

(Name of the Agency/Host.)
_____.

The Vice-President, Council of Scientific & Industrial Research has been pleased to accord approval to the assignment of Dr./Shri _____ on foreign service terms with _____ for a period of _____ years from the (date of release) from the Laboratory in pursuance of the CSIR Order No. _____ dated _____ on the following terms and conditions :-

1. Dr./Sh. _____ will be treated as on "Foreign Service Terms" outside India for the entire period of his assignment plus to and fro travel time.
2. The leave if admissible during the period of foreign service shall be regulated under the rules of the foreign employer. The leave salary in respect of leave granted by that employer will also be paid by them and the leave will not be debited against the leave account of Shri/Dr. _____ in the CSIR. The period of foreign service will not count towards earning leave under the CSIR.
3. The Council will not be liable for any Special disability leave to Dr./Sh. _____ on account of any disability incurred in and through foreign service under the above assignment even if such disability manifests itself after the termination of assignment with that organisation. For this purpose, provisions of rules of the _____ will apply to him.
4. Dr./Sh. _____ will not be allowed to join any pension scheme of the foreign employer.
5. Foreign employer will pay him a salary (indicate salary terms).
6. (i) He/She will himself pay pension contribution to CSIR in respect of his foreign service at the rates in force from time to time in accordance with the orders issued

by the Council in case he has opted for GPF/Pension. The rate at which the contribution will be payable will be intimated to him by the Finance & Accounts Officer, _____ and it may be paid annually within fifteen days from the end of each financial year or at the end of the foreign service whichever is earlier. Penal interest would be levied if payment is not made within the said period. He/She will continue to subscribed to G.P.F.

- ii) In case he has opted for CPF benefits, he/she will have to pay his/her contribution as well as employer's share of contribution according to rules of CSIR on the basis of pay which he would have drawn had he remained on duty in India.
 - iii) The Pension/Contributory and General Provident Fund contributions & repayment of outstanding loan & advances in respect of Council servants on Foreign service out of India should be made in the foreign currency in which the salary is paid.
 - iv) The amount of gratuity which he may get from Foreign Employer on completion of his assignment will be credited to his GPF/CPF Account. This amount will be refunded to him as part of his retirement benefits.
 - v) For medical facilities, if any Dr./Sh. _____ will be governed by the rules of _____ during the foreign service and will not be entitled to claim reimbursement from the CSIR of medical expenses incurred by him on his own treatment or on the treatment of his family members during the period of foreign service.
 - vi) The period of foreign service of Dr./Sh. _____ will commence from the date of relinquishing charge of post and end on the date of his resuming charge in CSIR, the joining time both ways being regulated under the _____.
 - vii) He will not be allowed to resign from abroad during the assignment.
7. He/She is required to be careful with regard to disclosing of any sensitive information to unauthorised persons during his/her stay abroad.

Signature of the A.O./C.O.A.

Dr./Sh.

Copy to :

1. The Sr. F&AO,
2. ISTAD, CSIR Hqrs, CSIR, Rafi Marg, New Delhi w.r. to telex/fax dated
3. Embassy/High Commission of India in..... ---By Bag
4. Scientist - in - Charge, HRD, CSIR

